

ANDERSON COLLEGE LIBRARY

anderson  
college  
'76-'77

# **Anderson College General Catalog**



## **contents**

CALENDAR OF EVENTS .....	2
PURPOSE .....	5
ACADEMIC PROGRAM .....	11
STUDENT LIFE .....	15
ADMISSIONS .....	21
FINANCES .....	25
ACADEMIC REGULATIONS .....	33
RECOMMENDED CURRICULA .....	43
COURSE DESCRIPTIONS .....	59
PERSONNEL .....	91

# ANDERSON COLLEGE

## Academic Calendar, 1976-77

### FIRST SEMESTER — August through December, 1976

TUESDAY	AUGUST 17	Faculty Meeting
WEDNESDAY	AUGUST 18	Faculty Meeting
THURSDAY	AUGUST 19	New Students Arrive
MONDAY	AUGUST 23	Registration
TUESDAY	AUGUST 24	Registration
WEDNESDAY	AUGUST 25	Classes Begin, 8:00 a.m., Opening Convocation 10 a.m.
TUESDAY	OCTOBER 19	Middle of the Semester
FRIDAY	OCTOBER 22	Mid-semester grades due in Registrar's Office
TUESDAY	NOVEMBER 16	Last Day to withdraw from a class
SATURDAY	NOVEMBER 20	Open House
WEDNESDAY	NOVEMBER 24	Thanksgiving holidays begin after last scheduled class
MONDAY	NOVEMBER 29	Classes Resume
THURSDAY	DECEMBER 9	Final Exams Begin
FRIDAY	DECEMBER 17	Final Exams End

### SECOND SEMESTER — January to May 15, 1977

MONDAY	JANUARY 10	Registration
TUESDAY	JANUARY 11	Registration
WEDNESDAY	JANUARY 12	Classes Begin
SATURDAY	JANUARY 15	Open House
MONDAY	FEBRUARY 14	Founder's Day (All classes meet on revised schedule)
SATURDAY	FEBRUARY 26	Open House
TUESDAY	MARCH 8	Middle of the Semester
FRIDAY	MARCH 11	Mid-semester grades due in Registrar's Office
FRIDAY	MARCH 11	Spring holidays begin after last scheduled class
MONDAY	MARCH 21	Classes resume
TUESDAY	MARCH 22	Night open house for commuting students only
TUESDAY	APRIL 5	Last day to withdraw from a class
WEDNESDAY	APRIL 27	Honors Day, Annual Day (All classes meet on revised schedule)
TUESDAY	MAY 3	Final Exams Begin
WEDNESDAY	MAY 11	Final Exams End
SATURDAY	MAY 14	Graduation Rehearsal, Alumni Day
SUNDAY	MAY 15	Graduation

**SUMMER SCHOOL — 1977**

First Term June 6 through July 8

Second Term July 11 through August 12

**FIRST SEMESTER — August through December, 1977**

August 17 — New Students Arrive

December 16 — Final Exams End







## **purpose**

Christian education is the development of the full potential of the individual student -  
 mentally through liberating the mind in the search for truth,  
 morally through freedom of conscience and self discipline,  
 socially through respect for others,  
 and emotionally through development of sensitivity to the needs of others.

This is accomplished through the study of the liberal arts within the perspective of the Christian world view and value system.

Anderson College is a junior college with a long and fruitful relationship to the community of Anderson, South Carolina, which it serves. The college is supported by the South Carolina Baptist Convention and derives its purpose from the Christian education mission of that body.



The founders intended that Anderson College offer a program of Christian education under denominational support and sponsorship. The college was offered to, and accepted by, the South Carolina Baptist Convention which presently supports the college and appoints the trustees. Basic to the purpose is the concept that in every phase of the program the highest Christian values of morality, scholarship, and service should be reflected. The academic program is intended to emphasize responsible scholarship, because Christian education means quality education.

The student personnel program, including the comprehensive activities of a resident campus, is intended to develop enlightened citizenship which recognizes both the highest social conventions and the necessity of directing change toward human betterment. The college program is directed so that students and their families within the college constituency and sponsoring body will find a social and intellectual atmosphere which is both compatible and stimulating.

The faculty of Anderson College consists of instructors who are academically qualified to teach in an accredited junior college. Each faculty member is both an instructor and an academic adviser to students. Each instructor represents in his professional qualifications, and in his personal life, qualities consistent with the purpose of the college to provide an environment of wholesome living and stimulating learning experiences.

The philosophy of the junior college is demonstrated by the consistent attention given to student needs. The increase in student enrollment is kept in careful balance with faculty and staff strength to insure the continuation of a collegiate environment in which individuality is not lost.

The major emphasis of the educational program is on teaching and learning. Instruction is planned and conducted to motivate students to achieve their maximum. The counseling activity of each faculty member and members of the administrative staff is intended to



establish rapport and assist the students in satisfactory adjustments to, and progress through, college experiences.

The junior college philosophy is reflected in the diversity of the recommended curricula. No one curriculum is prescribed for all students and programs of study are individually planned to allow the student maximum efficiency in preparing to transfer credits to a senior institution. Derived from the two-year college rationale are transfer, pre-professional, terminal, and remedial programs of instruction. The presence of terminal and occupationally oriented curricula indicates the concern on the part of the institution to serve the broadest possible needs of the community within the context of a liberal arts college tradition.

The curriculum of the college is a program of liberal arts education which parallels the first two years offered in senior colleges and universities. The student is offered a broad range of foundational courses generally required as prerequisites to a college major. There is no fear of any truth in God's universe, and all teaching is done in an attitude consistent with the Christian principles upon which the college is founded.



## COLLEGE HISTORY

Anderson College traces its origin to one of the first institutions of higher learning for women in the United States. The Johnson Female Seminary opened in the Village of Anderson in 1848. The names of many of the older families of the community are found in the extant class rolls of the old seminary.

The founder of the Johnson Female Seminary was the Rev. William B. Johnson, a Baptist minister who was president of the national Triennial Baptist Convention and later the first president of the Southern Baptist Convention.

The school Mr. Johnson founded was forced to close during the Civil War and did not reopen. But in time a new generation carried on where the old institution had stopped. A group of public-spirited local citizens, desirous of an institution of higher learning in Anderson, offered thirty-two acres of choice land and \$100,000 to the South Carolina Baptist Convention at its Laurens meeting in 1910. Following a favorable response, a group of trustees was nominated, confirmed by action of the South Carolina General Assembly in 1911, which incorporated Anderson College. The college opened its doors to students in the autumn of 1912. From 1912 to 1930 it operated exclusively as a senior college for women composed of resident and commuting students, but in 1930 qualified males were accepted as day students.

In 1929 the South Carolina Baptist Convention approved the institution's transition to a junior college. From the autumn of 1930 to the present Anderson College has functioned in that role with its "distinctions, honors, and degrees," restricted to that status.

The institution has changed considerably since its founding both in the type of program offered and in the composition of the student body. The basic underlying purpose of the college has not changed. It is today what it has always been, an institution of higher learning with an atmosphere of Christian concern.

## THE CAMPUS

Anderson College is located within the city limits of Anderson, South Carolina, on a campus that contains 32 acres, plus 12 adjoining acres, which were purchased recently. The campus lies in the northeastern part of the city in a residential area. This location offers easy access to the downtown business district and to many local churches.

More than a hundred oak trees grow on the campus which is landscaped in a series of rising terraces, with flower-bordered walks and driveways. Wisteria, dogwood, azaleas, a rose garden, and formal memorial gardens add to the natural beauty of the grounds.

The campus contains 22 buildings and an athletic field generally arranged in the form of a square. The buildings of major importance in campus activities and living face southward toward the city along Boulevard and westward along Kingsley road. This convenient arrangement offers easy access to most of the facilities from the streets surrounding the campus. All academic and dormitory buildings are of masonry construction.

A student parking lot, containing 104 marked spaces along marked traffic lanes, is conveniently located near the gymnasium and the athletic field and serves as an ample parking facility for athletic events also. The faculty and staff parking lot is located to the right rear of the academic building. A second student parking lot is located near the classroom building opposite the men's dormitory on Kingsley Road and accommodates 80 vehicles, and the total parking capacity of the campus is 400.

## ADMINISTRATION BUILDING

Four tall white columns mark the entrance to the Administration Building. This three-story building contains the offices of the President, Vice President, Administrative Associate, Academic Dean, Dean of Student Affairs, Development Office, Dean of Women, and Dean of Men, parlors, Alumni Office, News Office, auditorium and dining room.

## DENMARK AND PRATT HALL

The two dormitories for women flank the administration building and are connected to it by colonnades. These dormitories were renovated in 1972 and carpeting was installed in the rooms. Parlors are provided for the residents as well as recreation rooms and kitchenettes.

## JOHN E. ROUSE DORMITORIES

Three units of the dormitory for men provide housing for 204 male students. Built in 1962, the dormitory is equipped with a lounge, and recreational space. The third wing of the dormitory was completed in 1970. All of the three wings of the dormitory are air conditioned.

In the North and South wings the rooms are arranged in suites with two rooms connected by a bath. In the newer East wing there are four rooms in each suite, each room having its own lavatory. A resident host and hostess live in the dormitory unit.

The newest men's dormitory is named for J. K. Lawton. Lawton Hall is carpeted throughout and is arranged in four-room suites. This dormitory accommodates one hundred men.

## OLIN D. JOHNSTON LIBRARY

The library, to be completed in the fall of 1974, houses a collection of over 17,000 volumes. The main reading room is furnished with individual carrels which are wired to accommodate the full range of electronic learning equipment. A microfilm collection and reading equipment and four individual study rooms occupy the second floor. The library houses the Lillie Strickland Music alcove with music books, recordings, listening equipment, scores, and music memorabilia. The Gladys Johnston Room is a formal meeting room and houses rare books and furniture from the Johnston home. Mrs. Johnston, a trustee of the college, is the donor of the library building. The reading and study skills center of the college is located in the library building.

## SULLIVAN MUSIC BUILDING

A ten room house, formerly occupied by the College President, houses the teaching studios and faculty offices, student practice rooms, listening and choir rehearsal rooms. A recital hall adjoins this building.

A music library is housed in the music building. This growing record collection is available to all students and faculty members for recreational and educational enrichment. Turntables with earphones are available for playing these records.

## STUDENT CENTER

Completed in 1964, the Student Center is located on the back campus. Student services include the college book store and gift shop, a refreshment center and television room, the student post office, and recreational facilities.

The registrar's office and business office are located in the west end of this building.

## RICE INFIRMARY

A modern infirmary was provided in 1960 by the Max Rice family of Belton.

## WATKINS TEACHING CENTER

The Watkins Teaching Center was completed during the 1967-68 school year. All of the classrooms and laboratories are in this building except those for music and physical education.

The teaching center is completely equipped for audio-visual instruction in classrooms and for closed-circuit television. It contains an electronic language laboratory.

The building is carpeted and completely air-conditioned. The equipment is departmentalized, giving adequate special equipment for specific teaching needs in each area of teaching. The labs are

situated beside the science lecture rooms with storage space for lab equipment, specimens and chemicals.

The first floor has a board room for administrative meetings. Adjoining the board room is a very beautiful and comfortable room with kitchenette that is used for faculty and club meetings. This room is available for meetings of community clubs on special occasions.

The Watkins building has two auditoriums for lectures, tests, and meetings of the type that require a seating capacity beyond the normal classroom capacity. These auditoriums are equipped with sound rooms for movies and other projection equipment. Special fold-away writing tables are provided with the auditorium seats. These auditoriums, one on the first floor and the other on the second floor, have a capacity of approximately one hundred people each.

#### **JOHN E. WHITE GYMNASIUM AND ACTIVITIES BUILDING**

This three-story building erected in 1960 houses the physical education and recreational program of the college. The gymnasium has a seating capacity of 800. Adjacent to this building are the tennis courts and athletic playing fields.

The gym building is located near the student parking lot on the southeastern portion of the campus. The Smethers athletic field is at the rear of the gym building. Four tennis courts are at the rear of the gym. These facilities are used jointly by the physical education department and the varsity athletic department. In 1970 an addition was made to this building to provide additional seating for spectators in the gymnasium and additional areas for physical education instruction and recreational space.

The religious activity center occupies a section of the gym building with director's office, prayer room, conference area, and lounge.

The gymnasium third floor was renovated during the summer of 1968 to house 20 students. Included in this



addition is an efficiency apartment for a hostess. This unit is completely air-conditioned.

Smethers field, completed in 1961, is primarily designed for baseball. It is 365 feet down the left field side, 330 feet down the right field side, and 370 feet from home plate to center field. The field is adequately fenced. It has concrete stands with a seating capacity of 1,200.





## academic program

### OFFERINGS AND REQUIREMENTS

As an accredited junior college, Anderson offers the first two years of work for most four year programs. This catalogue presents the transfer courses which should be taken as the first two years' work toward B.A. or B.S. degrees in many fields. In addition, terminal courses are offered those who wish to prepare for an occupation, for home-making and community living, or for a combination of the two. A terminal liberal arts program, a course for home-makers, a combined home-makers and secretarial course, church secretarial, two-year secretarial, and one-year secretarial courses are offered. The Associate of Arts degree in Fashion Merchandising is offered either as a terminal or transfer curriculum. The requirements for graduation with the Associate of Arts degree are 64 semester hours of college work including 12 semester hours of English, 6 of Religion, 2 of Physical Education or ROTC, with a minimum grade point average of 2.00. Requirements

for the Associate of Arts in Fashion Merchandising include, in addition to the above, 16 semester hours of prescribed courses in that department. Students seeking the Associate of Arts in Secretarial Science must follow the prescribed curriculum as shown on page 55. A certificate is awarded those who satisfactorily complete a prescribed one-year secretarial course.

A cross enrollment program with Clemson University permits Anderson College students to take Air Force ROTC, or Army ROTC.

The Associate of Science degree is awarded to the student who has, in addition to the general graduation requirements, earned twenty semester hours in math and science courses.

The Associate of Fine Arts degree is awarded the student who completes the general requirements and the courses prescribed in the music curriculum described in the course description section of this catalog.

The courses required for graduation, the recommended curricula, the individual course descriptions, and the academic regulations appear in other parts of this catalog.

## **COUNSELING CENTER**

The college operates a counseling center with a professional staff of academic and personal counselors. The Director of Academic Counseling coordinates the program by which students are given assistance in selecting their course of study. The counseling center provides academic testing, counseling and placement as well as vocational guidance.

## **ANDERSON EVENING COLLEGE**

Anderson College attempts to fulfill the role of a

community college by making educational opportunities more accessible to the community. A night school was begun in 1958. The requirements for entrance and graduation are the same as for the regular session.

The enrollment of the night school has ranged from about 50 to 136, averaging about 100 per session. The texts and time requirements are the same as the day school. Most classes meet once per week for a two-and-one-half hour period. Most of the students are those who, because of work and other responsibilities, find it impossible to attend the day school. Some of the local industries encourage their employees to take advantage of the educational opportunities of the school by reimbursing them for their expenses at the time of graduation. Several graduates have completed all or most of their work in the night school. The faculty members are primarily those of the regular faculty.

## **FURMAN UNIVERSITY EVENING COLLEGE**

Classes are offered at night on the Anderson College campus by Furman University. All inquiries concerning these classes and requests for applications to enroll should be directed to Furman University. These classes are a part of the evening College of Furman and are on the upper division level.

## **CONTINUING EDUCATION**

Anderson College conducts a program of continuing education that is designed to provide informal educational opportunities for those who wish to learn without the pressures of examinations and other requirements for college credit. Courses are normally scheduled to begin in October and February and meet in the evening hours. All classes carry a nominal fee, and those who complete the classes are awarded continuing education units (c.e.u.).





## AIR FORCE ROTC

Anderson College has an agreement with Clemson University and the Air Force Reserve Officers Corps Detachment at the University whereby Anderson College students, both male and female, can complete the first two years of the four year AFROTC program. To enroll in this program, students must be citizens of the U. S., be of sound physical condition, and enroll in courses leading to a BA or BS degree.

Participation in the AFROTC program entails travel to the Clemson University campus once weekly to attend one hour of classroom work and one hour of corps training laboratory. Uniforms are provided to enrolled students by Clemson University. A twenty-five dollar deposit is required which is refundable upon the return of the uniform.

During the first year of participation, a physical examination and an Officers' Qualification Test are administered to establish the students' eligibility to complete the AFROTC program at a participating institution such as Clemson University. Completion of the four year program leads to a commission as a Second Lieutenant in the US Air Force and a place on the Aerospace team in a flying, technical, or supporting role.

Information on scholarships and course content is provided in the appropriate sections of this catalogue.

## ARMY ROTC

The Department of the Army, through the ROTC Instructor Group at Clemson University, provides ROTC instruction. The mission of the Reserve Officers' Training Corps is to produce officers having qualities of leadership and attributes essential to their progress and continued development as commissioned officers in the Army of the United States.

The Army ROTC instruction stresses an academic

college-level program in content, scope, and intensity. Emphasis is placed on the development of the student's leadership, bearing, discipline, judgement and sportsmanship which will be a distinct asset in any profession that he may choose, military or civilian.

To enroll in basic ROTC, students must be at least 14 years of age and citizens of the United States at the time of entrance. They must be of good moral character and must sign a loyalty certificate. They must not be physically disqualified to the extent that drill would further aggravate the physical defect.

Uniforms are provided to ROTC students. Clemson University requires a deposit of \$25 from each basic student. This is refundable when the uniform is turned in, provided there is no damage to the uniform other than normal wear.

Completion of the two year basic program at Anderson College does NOT carry any obligation at all. It does, however, permit the student to transfer to any College or University with the 4-year Army ROTC Program, and enter the Advanced ROTC Program.

## SUMMER SESSION

The needs of the Anderson College students and the students from other colleges who live in the surrounding area have been important in determining the courses and enrollment of the summer session. During a typical summer session, there are students from 35 colleges attending the summer session. Many high school graduates prefer to start their work during the summer and become acquainted early with the type of study required for college. Other students who are deficient in certain areas use the summer school as a time for remedial work.

High School students who are rising seniors may enroll for credit in courses approved by the high school counselor or principal. This credit may apply toward an Anderson College degree or may be transferred to other institutions.



## student life

### SCOPE

At an educational institution learning takes place inside and outside the classroom and related academic functions. The Academic Dean and his staff have the responsibility for the primary reason for one attending college, and the Dean of Student Development and his staff seek to complement the learning experiences outside the formal educational experiences. In other words, the Dean of Student Development and his staff cooperate with the instructors and their programs in an attempt to help one grow intellectually, physically, socially, and spiritually. The whole of one's educational experience is a cooperative endeavor. At the risk of oversimplification but for the sake of clarity, the Academic Dean supervises the classroom learning and the Dean of Student Development supervises all other related aspects of student life.

The supervision of student life at Anderson College is handled by a student personnel staff including the Dean of Student Development, Assistant Dean of Student Development, Director of Men's Residential Living, Director of Women's Residential Living, and the Student Activities Director. These persons are skilled and equipped to help the students have a happy experience at Anderson College.

### RESIDENT STUDENTS

The assistant Dean of Student Development and her staff make every effort to ensure harmonious and enjoyable living conditions conducive to study and comfort within the residence halls. There are three residence halls for women: Denmark, Pratt, and Whyte, and three residence halls for men: J. E. Rouse-North, J. E. Rouse-South, and J. K. Lawton. In an effort to involve students in governmental aspects of residence hall life, each residence hall elects its own Hall Council to help in maintaining residence hall regulations. In addition, the Women's Council is composed of the Hall Council members from each of the three women's residence halls. Their functions is to make recommendations regarding social regulations involving women resident students. The Men's Council is comprised in the same manner and has the same function pertaining to male students. A Joint Council, made up of the Presidents of each residence hall, serves as an appellate board for decisions handed down by the Hall Council.

Students who wish to reside in a residence hall must maintain an academic load of 12 semester hours. Anderson College also reserves the right to require students to live in residence with the following exceptions: Twenty-one years of age and older; married; 120 days consecutive active military duty; living with a parent or guardian.

Only in special and exceptional cases can these requirements be waived. Prior approval will be necessary by the Dean of Student Development. Students who violate these guidelines will be subject to suspension from Anderson College. Students who are accepted for enrollment at Anderson College automatically receive a brochure on residence hall life and regulations prior to their arrival on campus. They are responsible for the contents and the information they receive.

### COMMUTING STUDENTS

The City of Anderson has a population of over 50,000, and there are many small towns adjoining the area. Anderson College is fortunate in this sense because many students desire to live at home and become commuting students at Anderson College. Approximately one-half the total student enrollment consists of commuting students. With this in mind, a conscious and concentrated effort is made to involve commuters so that they feel they are an integral part of student life. The Student Government Constitution calls for commuters to be appointed to student committees. There are commuting student intramural teams, and a Commuting Student Committee has its primary function to devise and implement plans to involve commuting students.

### STUDENT ACTIVITIES

Since all of one's time is not spent in "book" study, Anderson College provides a comprehensive program of supervised activities. A Student Activities Director helps coordinate campus activities with the help of the Social Board, a student committee designed to provide wholesome activities. Some of the many campus events

are intramurals for men and women, movies, dances, concerts, talent shows, tournaments, such as ping-pong and billiards, and athletic events. Anderson College has nationally prominent intercollegiate sports in men's basketball, golf, and tennis and women's basketball. Teams in baseball for men and women's tennis are offered but have not yet achieved national ranking even though they are highly competitive and usually have a winning season. All students who have paid an activity fee receive free admission to athletic events.

### RELIGIOUS LIFE

Because Anderson College is a private institution sponsored by South Carolina Baptists, religious activities are an important facet of campus life. Students are encouraged to become involved in a local church during their stay at Anderson College, and regularly scheduled chapel programs are mandatory. Religious activities are varied, and all students, regardless of denominational affiliation, or religious faith, can find some means of expression of his/her faith under the Campus Ministries program. Denominational organizations are provided for Baptists, Methodists, and Presbyterians, and organizations for other denominations can be provided upon student request and interest. No student is excluded from participation in any religious group of his choice.

The Campus Ministries Department also provides the following opportunities: Fellowship of Christian Athletes, weekly co-educational Bible Study, and weekly Sharing groups within each residence hall that are student led. Many service projects are offered including weekly visits to campus by area mentally retarded children for recreation and Bible stories, and regular visits to nursing homes.

### CAMPUS ORGANIZATIONS

In addition to the religious organizations, opportunities for service and fellowship are offered by membership in the following: Music — College Choir, Pep Band,



Trojan Singers, Handbell Choir; Honorary — Phi Theta Kappa, Delta Psi Omega, Alpha Pi Epsilon, Gamma Beta Phi; Service — Circle K; Others — Commercial Club, Hiking Club.

Each campus organization must be approved by the College and each is under faculty or staff sponsorship. There are no national Greek-letter social fraternities or sororities at the College.

### HEALTH SERVICE

On campus health care is provided mainly in Rice Health Center. A doctor visits the campus for an hour during week days, and a nurse is on duty to take care of student health needs when the doctor is not on campus.

A complete health record is required of all students. Immunization and chest X-Rays are required from students within six months of entrance into college.



### STUDENT PUBLICATIONS

Student publications include "Ivy Leaves," a literary journal published once a year; the "Echoes," a newspaper published fortnightly; and the "Columns," an annual. "Ivy Leaves" is sponsored by the English Department, and a faculty member serves as the advisor. Essays, short stories, poetry, drama, and art are solicited from students.

Major staff positions for the "Echoes" and the "Columns" are filled in the spring of each year. However, staff positions are always open for students who wish to serve on either publication. Over the years these two publications have received outstanding ratings in collegiate competition.

### STUDENT GOVERNMENT

Every student enrolled at Anderson College is automatically a member of the Student Government Association. The object of the SGA is "to foster student interests and activities, to maintain high standards of scholarship and honor among students, to aid in administering regulations, and to transact business pertaining to the student body."

The Administration and the Board of Trustees of Anderson College believe that the welfare of the College will be advanced by the development of an efficient system of self government among the students. Students have been entrusted to share in matters relating to student conduct, loyalty and honor. Students are given as much responsibility as they can responsibly handle. It is the duty of each student to uphold the highest standards of conduct, loyalty and honor in all phases of college life.

The Student Government Association has three branches; Executive, Legislative, and Judicial. The Executive Branch is composed of a President, Vice-President, Secretary and a President's Advisory Cabinet. The Legislative Branch is composed of

Senators. Each academic class automatically has two members, and two Senators are elected for every 100 students in each class. The Vice-President of the SGA serves as the President of the Senate. The Judicial Branch is composed of a Disciplinary Committee consisting of six students and three faculty and/or staff members. The purpose of the Disciplinary Committee is to deal with charges brought against a student for violation of the Student Code of Conduct or charges referred by a Residence Hall Council.

Every student who wants to become involved in the Student Government Association has ample opportunity. The President of the SGA appoints members to committees under the jurisdiction of the SGA. Some of the committees are Elections Board, Social Board, Commuting Students Committee, Food Service Committee, and Traffic Committee. Every student has an opportunity to serve whether one is commuter or resident, sophomore or freshman.

### **STUDENT DISCIPLINE**

Anderson College is no exception in having a need to provide for student discipline. Every person, regardless of age, is subject to discipline and must learn to accept responsibility for one's own action. With this in mind a Student Code of Conduct was devised to advise students of expected behavior. Violations of the Code of Conduct are referred to the Disciplinary Committee for a hearing, and if found guilty, sentencing. "Due Process" is observed when a student appears before the Disciplinary Committee. A more detailed explanation of student rights and judicial procedures is found in the Student Handbook.

### **STUDENT CODE OF CONDUCT**

Every student that matriculates at Anderson College is held responsible for the Student Code of Conduct. By becoming a student, one agrees to abide by regulations and policies of Anderson College. A violation of this code represents a breach between the person(s) involved and the Student Government Association. One may be brought before the Disciplinary Committee for a violation of the following:

1. Knowingly furnishing false information to the college with the intention of deceiving.
2. Misusing college records and identification cards.
3. Disorderly, obscene, or indecent conduct on the Anderson College campus or at college sponsored events. This is extended to events in which Anderson College is officially represented.
4. Physically abusing students, guests of Anderson College or physical abuse of persons in off-campus events in which Anderson College is officially involved.
5. Mentally antagonizing a person and/or placing him/her under threat of physical harm.
6. Using fireworks on campus unless permission is received from the Dean of Student Affairs for use in special events.
7. Possessing firearms which includes, but is not limited to, shotguns, handguns, and ammunition.
8. The possession of, consumption of, being under the influence of, and selling of alcoholic beverages on campus or at college sponsored functions in which Anderson College is officially represented.
9. The illegal manufacturing, selling, possessing, or using of narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, or other similar known harmful or habit forming drugs and/or chemicals on the Anderson College campus.
10. Damage to, theft, misuse or selling of college owned property or personal property.
11. Gambling on campus.
12. Violating disciplinary regulations as handed down by the proper disciplinary body.
13. Failing to respond to a college official's request for a meeting, for identification, efforts to control a group situation, or a request in which the official feels, if unheeded, will jeopardize the student and/or the college.
14. The gathering of groups of students which poses a threat to college or private property, the disruption of the normal flow of traffic, causes injuries to persons, or involves indecent, obscene or disorderly conduct.

15. Knowingly and willfully abusing a position of trust.
16. Setting off a false fire alarm.
17. Being in or having someone in the Residence Hall of the opposite sex other than in the parlors and lounge during regular visiting hours, Open House, and at the beginning and end of school and vacation times when it is customary to help with transporting luggage.

### **PRESIDENTIAL RIGHT OF DISMISSAL**

The President of the College is authorized by the Board of Trustees to request the withdrawal of any student whose presence in the College, for reasons of health, conduct, or scholarship, does not meet with the approval of the administration, or whose influence, whether by word or deed, is injurious to other students or to the welfare of the institution.

### **OFF CAMPUS CONDUCT**

Anderson College makes every effort to enforce the regulations regarding campus life. Once a student leaves the campus it is difficult if not impossible to monitor student behavior. The college firmly believes that a part of achieving responsible adulthood is accepting responsibility for one's actions. Therefore, when a student is on our campus he is under the jurisdiction of Anderson College's rules and regulations. When he is off campus he is expected to act responsibly.

Anderson College does not harbor any person who may commit a misdemeanor, felony, or criminal act while off campus. However, a person charged and convicted of a misdemeanor, felony, or criminal act will not be subject to disciplinary action by the college unless the offense is of such a nature that the person's continuing relationship with the institution presents a clear and present danger to the other members of the college community, the community of Anderson, or impedes

the academic process. In this case, the person will be subject to suspension on an interim basis until a hearing is held with the proper authorities.

If a person is found guilty of a misdemeanor, felony, or criminal act he may be requested to come before the Disciplinary Committee to present evidence as to why he is not a danger to the members of the college community, the community of Anderson, or an impediment to the academic process.

If there is any possibility that the proceedings at an Anderson College hearing may be subject to subpoena in an outside court, the College disciplinary hearings may be postponed to give the student his rights to a fair determination in the court case.

### **THE STUDENT'S RESPONSIBILITY**

To say that Anderson College exists for students is trite because without students there would be no Anderson College. However, attendance at Anderson College is a privilege, not a right. The privilege granted a student carries with it certain expectations which are necessary for living in community with others, attaining educational instruction, growing responsibly and maturely, and developing one's personhood. Anderson College expects each student who voluntarily registers at the institution to be in fact saying that he/she will cooperate with the expectations and regulations as found in the Student Handbook, the College Catalogue, and the Residence Hall brochures. Furthermore, students are responsible for information in the campus newspaper, the weekly campus news, and bulletin boards.

### **SUMMARY**

As one can tell, Student Life at Anderson College covers a myriad of experiences and opportunities. Opportunities are available for personal growth both inside and outside the classroom. The student personnel staff at Anderson College would like to have the opportunity to help you continue to achieve maturity and growth in your intellectual, physical, social, and spiritual development.





## admissions

In keeping with its basic philosophy of Christian higher education, Anderson College considers each applicant individually and carefully. Admission is not based upon test scores alone. In addition to the scores, the admissions committee uses the information provided by the applicant on the personal information form, the high school record, personal references, and, when deemed necessary, an individual interview with students as the basis for the admissions decision. The college does not specify a minimum entrance test score needed for admission but analyzes all of the information received on the applicant.

The applicant should be a high school graduate with a minimum of 18 units or hold a state high school equivalency certificate.

## ENTRANCE EXAMINATION

All freshmen or transfer students applying to Anderson College must take the Scholastic Aptitude Test (Verbal and Math Sections) administered by the College Entrance Examination Board, or the equivalent test given by the American College Testing Program. Information concerning the SAT may be obtained from the admissions office at the college, from a high school principal or guidance counselor, or by writing: College Entrance Examination Board, Box 592, Princeton, New Jersey 08540. Though there is no set minimum score for the SAT, the admissions committee expects a score which indicates ability to do satisfactory college work. The SAT scores will also be used for counseling and placement of all students. Applicants should take these examinations by December of their senior year in high school. Students taking the SAT should also complete the Student Descriptive Questionnaire (SDQ) which is made available at the time of the Scholastic Aptitude Test. A student may be accepted pending receipt of SAT scores if his grade point average is sufficiently high. Information concerning ACT may be obtained from the admissions office at the college, or by writing: The American College Testing Program, P.O. Box 168, Iowa City, Iowa 52240.

## STEPS IN ADMISSION PROCEDURE

1. Fill in and return the Personal Information Form to the Admissions Office, along with a non-refundable processing fee of \$10. This is the first step toward admission.
2. Request high school counselor to send: (1) a transcript of high school record to-date; (2) a final transcript after completion of senior year. A student cannot register unless a final transcript is on file. It is the student's responsibility to have the final transcript sent to Anderson College.
3. Have Scholastic Aptitude Test (SAT) results and Student Descriptive Questionnaire (SDQ) or ACT results sent to Anderson College.
4. The applicant will be given two confidential

reference forms: one to be filled in by a minister (in the event there is no church affiliation an adult friend will suffice), and the other by the high school principal, teacher, or counselor. They will complete the form and mail it to the college in the envelope provided. The references serve for admission purposes only and do not become a part of the student's permanent file.

When the above information has been received by the college, the admissions office will present the application to the Admissions Committee. A letter of acceptance, Confirmation of Intention to Attend, a medical form, and a room assignment form for resident students, will be sent to every student who is accepted. The Confirmation of Intention to Attend should be completed and returned to the Business Office of the college with the initial payment of \$50 for a resident student, or \$25 for a commuting student. TWO WEEKS is the usual maximum period of time between receipt and return of this form. If extraordinary circumstances prevent the prompt return of this form you should notify the Admissions Office to expect a delay. Registration numbers and dormitory rooms are assigned according to the date of the reservation fee payment. The room assignment form should accompany the Confirmation of Intention to Attend and initial payment of \$50 for a resident student. Arrangements should be made with a physician for a medical examination, and the form should be returned to the college as soon as possible, but prior to the student's arrival on campus.

## TYPES OF ADMISSION

Regular admission is granted by Anderson College to the applicant whose high school average for college preparatory courses only is C (2.0) or better and who meets other admission requirements. Decisions are made weekly and the student is promptly notified of that decision.

Applicants whose high school average for college

preparatory courses only is below C (2.0) may be granted admission in the General Collegiate Curriculum. The General Collegiate Curriculum is designed to convey subject matter and at the same time increase the student's skills in learning. The courses are designed to increase the student's chances of success in college.

Each student enrolled in the curriculum will have several advantages and services which are not ordinarily available to other students. These services include: academic and vocational analysis, testing, counseling, and placement; a selection of courses and classes scheduled in advance; specific assistance in selecting a college major, or evaluating the selection already made; and both challenging and obtainable academic goals.

The student takes courses in English, religion, psychology, physical education or ROTC, sociology, speech, health, and math. These are basic courses of a freshman year in college. In addition to this curriculum the student has the opportunity of taking a college credit course in reading development. The math and English courses are set up so that the student may take either a college credit course or a noncredit developmental course to build his skills for future success in college level work. A psychology course, Success Seminar, provides the student the chance to develop specific skills to assist in academic decisions a college student must make.

The curriculum covers only two semesters, one year of college work. At the end of the second semester the student and his advisers select another curriculum of the college best suited to the student. This may happen at the end of the first semester depending upon the student's development at that time.

The student may follow the general collegiate curriculum for only one semester or two and then take courses at Anderson College which will provide the foundation for a senior college major.

We do not recommend that a student who enters this college definitely committed to a curriculum in either music or secretarial science follow all the courses in the general collegiate curriculum. All other students who are accepted for this curriculum can follow it with confidence.

In summary, this curriculum is general enough to meet the student's need, college level work, designed to help the student succeed, and adapted to the required curriculum for a college major.

Students who have a G. E. D. certificate instead of a high school diploma will be admitted in this category.

Admissions decisions will be made on a "rolling" basis for commuting students. This means that no deadline date is set for applicants but as soon as the application is completed the decision is given. Applicants with an average below 2.0 (C) will be accepted as dormitory residents after March 15 as space is available.



PART-TIME students will be admitted as special students on an individual basis.

NIGHT SCHOOL students will be admitted on an individual basis.

LIFE-LONG LEARNERS will be admitted as special students.

No SAT scores will be required of part-time students, night school students, and Life-long Learners.

### **RE-ADMISSION OF FORMER STUDENTS**

Students who once attended Anderson College and have not attended another college since, should complete the Personal Information Form (admissions step 1) and send to the Admissions Office. This application will be taken directly to the Admissions Committee. Former students do not pay an additional application fee. Students who have attended another college since leaving Anderson College should apply as transfer students.

### **TRANSFER STUDENTS**

Applicants for advanced standing from other colleges must meet entrance requirements and should follow the steps in the admission procedure.

In addition, the applicant must present evidence of honorable standing and eligibility to return to the institution last attended, together with official transcripts showing specifically the subjects pursued, the duration of each course, and the grade attained. The Registrar's Office will evaluate the transcript and communicate with the student concerning credits to be transferred, if any.

### **CONTINUATION OF ENROLLMENT**

A student, once admitted to the college, is granted the privilege of returning for successive terms of study without additional applications to do so, provided the student maintains a satisfactory scholastic and social

standing. Each semester deadline dates are established for continuing students currently enrolled to indicate their intention to return by paying the reservation fee. Forms will be provided for this purpose.

Resident students who are continuing their enrollment are given a deadline date for payment of the reservation fee to hold a place in the student body and in the dormitory. Only by paying this fee before the expiration of the deadline can a continuing student be assured of a dormitory room.

### **DORMITORY STUDENTS**

Recent experience at this college indicates that the new student who wishes to live on campus should complete the admission process, be accepted, and send in the reservation fee no later than March 15 to be assured of a dormitory room. The actual date on which rooms are filled depends upon changes in number of applications year-by-year. The prospective student should not assume that applications for resident students will not be accepted, or that rooms will necessarily be unavailable, after March 15.

### **AUDITING CLASSES**

Persons desiring to audit classes may do so with the approval of the Registrar. The auditing student is a "listener" in the class. He does not take examinations, and no college credit is allowed. Courses in Secretarial Science, Applied Music, Applied Art, Home Economics, and Physical Education may not be audited. The fee to audit a class is \$20 per semester hour.

### **NON-DISCRIMINATION**

Anderson College accepts students on the basis of academic qualifications, character, and evidence of the potential to benefit from the college experience. The college accepts all qualified applicants regardless of race, religious creed, place or national origin, or ethnic group.



## finances

No student, whether at a public college or a private college, pays the full cost of his education. Students at public institutions receive the benefit of a tax subsidy and students at denominationally sponsored colleges receive the benefit of the annual gifts from the denomination, gifts from friends, and the income from endowment provided by friends of the college.

The costs listed below represent a major part, but not all, of the actual cost of the education of the student. It is a basic purpose of this college to plan finances of the institution in such a way that economies are practiced and the student is charged as little as possible to provide a quality education.

**CHARGES**

(Effective June 1, 1976)

**TUITION**

Full-time student (12 to 18 semester hours) .....	\$665 per semester
Part-time student (fewer than 12 semester hours in day classes) .....	\$ 50 per semester hr.
Evening College (plus applicable fees) .....	\$ 35 per semester hr.
Summer School (plus applicable fees) .....	\$ 35 per semester hr.
Overload (more than 18 semester hours in any one semester) .....	\$ 25 per semester hr.
Independent Study .....	\$ 50 per semester hr.
Audit (no credit given) .....	\$ 20 per semester hr.

NOTE: Non-credit developmental courses are charged the same as credit courses

ROOMS & MEALS ..... \$530 per semester

**STUDENT ACTIVITY FEE**

Resident Student .....	\$ 40 per semester
Non-Resident	
full-time student .....	\$ 20 per semester
Part-time student .....	\$ 5 per semester

(This fee is optional for Evening College students.  
This fee is not charged in the Summer School.)

Cost per year for full-time non-resident student	
Tuition and Activity Fee .....	\$1,370
Cost per year for full-time resident student	
Tuition, Activity Fee,	
Room, Meals .....	\$2,470
These totals do not include books, supplies, applied music fees, and personal expenses.	

INSURANCE — Available to full-time students, resident and commuting  
on optional basis ..... \$ 20 per year

**SPECIAL FEES**

Application Fee .....	\$ 10
Registration Fee for part-time students only (Day classes, Night classes, Summer School) .....	\$ 5
Laboratory Fee (Applicable to Evening College and Summer School Students only) - Lab Fee for Astronomy, Biology, Chemistry, Physics, Physical Science .....	\$ 12 per semester
Music Instruction Fee for applied music instruction in class or private lessons:	
One Sem. hr. credit .....	\$ 50
Two Sem. hrs. credit .....	\$ 75
Three Sem. hrs. credit .....	\$100
Automobile Registration .....	\$ 3 per year
(Additional vehicles may be registered at 25 cents each)	
Resident Student Breakage Fee	
Deposit .....	\$ 35 per year

**EXPLANATION OF CHARGES****TUITION**

The Tuition charge is the basic cost of the student's education and covers the cost of instruction. It does not include textbooks and supplies which the student purchases. A full-time student is one who, whether resident or non-resident, is taking from 12 to 18 semester hours of work including all subjects. The student who takes fewer than 12 semester hours is charged on a semester hour basis. The student who has permission to take additional hours above 18 is charged for each additional semester hour.

The part-time student pays a \$5.00 registration fee for each semester or summer term he is enrolled.

#### ROOM AND MEALS FOR RESIDENT STUDENTS

The resident student pays \$1,060.00 per year or \$530.00 per semester for room and meals. There is no difference in charge for residents in different dormitories. The boarding student is entitled to 21 meals a week for each week the school is in session. This does not include holidays when classes are suspended, the dormitories are closed, and the food service is suspended. No refund or cost adjustment is made for meals which the student does not eat.

#### STUDENT ACTIVITY FEE

The student activity fee covers a portion of the total cost of many services and activities offered in the program of student development. Some of these are the college newspaper, yearbook, fine arts programs, athletic events, and the college program of health care.

Even though the student activity fee covers most social and recreational costs to the student there are occasional and optional expenses in this area. The student pays for the use of game room recreational facilities such as billiards and ping pong. The student government association sponsors popular concerts to which tickets are sold. The student is not required to pay for additional social activities or participation in campus events except as he chooses.

#### INSURANCE

All full-time students are eligible to purchase the health insurance at \$20.00 per year. The insurance is a group accident and sickness policy and covers the 12 months of the school year. The student purchases this insurance for the full amount at the beginning of his enrollment. Students enrolling in January pay \$15.00 for coverage through August.

#### SPECIAL FEES

27

The *application fee* covers the clerical costs of processing the student application. This fee is non-refundable and is paid only once at the time of initial application to this college. The fee is not paid a second time for students who continue enrollment from one year to the next and is not paid by students who interrupt their enrollment for any period of time.

The laboratory fee for summer school and night school covers the cost of expendable supplies. There is no refund of tuition or fees for summer or night classes.

The *music instruction fee* covers the cost of instruction in applied music in small classes and individual instruction and the maintenance of instruments for student use in music practice.

All students, whether resident or commuting, who drive a car onto the Anderson College campus and use the college parking facilities must register this car with the college. The *automobile registration fee* registers the car from August to August. Those who register a car in the spring or summer terms register them again for the fall semester. If a student occasionally drives another car other than the one he registers (such as a parent's car) he should purchase an additional bumper sticker for this car to avoid the penalty of parking an unregistered car on campus. The student handbook contains details concerning parking regulations.

No charge is made for the issuance of a transcript of an Anderson College student.

All boarding students make a \$35.00 *property damage deposit* at the beginning of the first semester. At the end of the year they receive a 100% refund unless campus property damages are charged against them. If the





student fails to return the room key \$4.50 will be deducted from this deposit and if he fails to return his post office box key \$1.50 will be deducted. The student will be held responsible for any damages in excess of the deposit.

## FINANCIAL POLICIES

### TERMS OF PAYMENT

As explained in the section of this catalog dealing with admissions the applicant who is notified of his acceptance sends within two weeks a pre-payment of tuition of \$50.00 for a resident student and \$25.00 for a non-resident student to hold his place in the student

body. This pre-payment is credited toward the charges for the semester's tuition and other applicable charges.

All expenses for the fall semester are due August 1, and no student will be permitted to register for classes until all fees for the semester are paid. For the second semester payments are due December 15. For the summer terms and evening college the payments are due at the time of registration. A statement of fees is provided by the business office so that the student may see in detail the costs to him and arrive at a total sum of charges. The pre-payment of tuition and other basic charges is sent in advance. After registration the business office will assign fee charges which apply to the student as a result of the courses for which he registers, such as laboratory fees and music instruction fee. Checks and drafts should be drawn to the order of Anderson College.

### REFUNDS

No refund is made of the application fee. No refund is made of tuition and fees paid for the summer session, for evening college, or for non-resident students taking special courses. a refund is made of the \$25 or \$50 pre-payment of tuition for the fall semester if requested prior to June 1 and for the second semester if requested prior to October 1.

Students who withdraw with proper notice in the first four weeks of a regular semester will receive adjustments on charges of tuition and activity fees as follows:

During the first week .....	90%
During the second week .....	75%
During the third week .....	50%
During the fourth week .....	25%
After fourth week .....	no refund

The first day classes meet will be considered the first day of the term for purposes of computing adjustments.

The student who withdraws from a lab course pays the entire lab fee if enrollment continues through the second week.

Room — No refund if registration has been completed.

Meals — Prorata refund of unused weeks, less 10%

### FINANCIAL PENALTIES

The college always regrets the circumstances which make it necessary for the student to pay any fine or penalty fee. Parking regulations are enforced and a student who does not follow these regulations will be charged a fine as described in the student handbook. The library charges fines for students keeping books beyond the assigned period of time. The resident students are held responsible for property damage in the dormitory, and make a deposit toward any assigned damages. As explained above, a portion of this fee is returned less assignable damages.

The student and his parents sign an application stating that they understand the rules and regulations of the college. The student is held responsible for meeting these requirements and paying any fines which, regrettably, may be incurred. Students with unpaid balances, whether for regular charges, fees, or fines, are not permitted to receive credit for courses until all accounts are settled. The college does not release a transcript of credits to a student, or to any other college, if the student has unpaid charges or fines on his account.

### STUDENT BANK

The college does not advance money to students. All students are encouraged to open checking accounts at local banks and use their services for cashing checks. Resident students may deposit money in a student bank in the business office and draw money out as it is needed. There is no charge for this service. All campus purchases such as at the bookstore and canteen are made in cash.

### COURTESY CHECKS

A fee of \$1.00 is charged on all checks returned by the bank for any reason.

## FOREIGN STUDY TRAVEL

29

The college offers several programs of foreign study and travel. These courses generally last from two to three weeks. The student who enrolls in these courses pays the tuition for the course offered and also pays full expenses for the trip which is usually a package tour. Separate bulletins and announcements are prepared for these programs.



## FINANCIAL AID

### GENERAL INFORMATION

It is the intent of Anderson College to provide financial assistance to all accepted students who, without such aid, would be unable to attend. There are many different sources of financial aid available to qualified students. In order to treat all aid applicants fairly and to make the best use of available programs, the financial aid office has outlined the following steps to follow.

1. Apply for admission indicating on the application whether or not you need financial aid.
2. Acceptance by the admissions office means that the financial aid office then will be notified of your request for financial assistance. All required forms and applications will be mailed to the applicant by our aid office.
3. The Parents Confidential Statement or "PCS" form is a needs analysis system that ultimately determines how much the parents are expected to contribute to the educational costs of the student. It is a fair and equitable system of establishing how much aid each student needs.
4. Fill out and mail the Basic Educational Opportunity Grant (BEOG) application. This is a government gift aid program also based on need. It is the base of most all of our financial aid.
5. If the student is a resident of South Carolina, fill out and mail a State Tuition Grant application to Columbia. This is also a gift aid program to help needy students from South Carolina who have selected certain private South Carolina colleges to attend.
6. If the student's full need is not met by the government or state programs, Anderson College will try to supplement the aid package with various college aid programs attempting to meet the full need of the student.

#### ANDERSON COLLEGE FINANCIAL AID FUNDS

**Athletic Grants** — The Athletic Department awards full or partial scholarships each year in all sports (basketball, baseball, tennis, and golf) to players whose academic record, ability, and character fit into the philosophy of the educational program of Anderson College. The coaches of each respective sport award these scholarships by contract in consultation with the College Athletic Director and Business Office.

**Ministerial Scholarships** — This is for students who are aspiring to go into church related fields as well as

children and wives of ministers. It applies generally to those students not qualified for the State Tuition Grant. It is normally 20% of Tuition.

**Family Grants** — When two resident students come from the same home (brothers or sisters), a grant is awarded equal to 10% of tuition. This grant is made provided that both students remain in college for the entire semester and neither student receives a scholarship grant. Two commuting students from the same home enrolled in the college are allowed a grant of 5% of tuition. This does not normally apply to State Tuition Grant recipients.

**Acteen and Royal Ambassador Scholarships** — Anderson College Scholarships up to \$100.00 are awarded to students who have earned the Royal Ambassador Service Award or Acteen Queen Regent level of service in their Baptist church. Applications for the RA scholarships may be obtained by writing Mr. James L. Beacham, 907 Richland Street, Columbia, S.C., 29202. The Acteen application may be obtained by writing Miss Janie House, 907 Richland Street, Columbia, S. C. 29202.

**Publication Grants** — Grants will be awarded to some of the elected officers in the publication of "The Columns" and "A. C. Echoes."

**Academic Merit Scholarships** — The college awards a limited number of scholarships to applicants with high school averages of 3.7 and better. Awards are made on a first accepted basis. Recipients of this scholarship are guaranteed full tuition from college funds or other grants. Applicants are expected to apply for other scholarships and grants recommended by the college Financial Aid Office.

**Valedictorian Scholarships** — Valedictorians are granted \$100 per year honorary scholarship the first year they attend Anderson College.

**Music Scholarships** — Work scholarships in piano, voice, and organ are offered on a competitive basis to

students of talent and achievement. These awards are open to high school graduates who plan to major in music. Auditions for these scholarships will be held by appointment.

**Endowed Scholarships** — The college has several scholarships provided by gifts of endowment funds. Most of these are for either Anderson County or South Carolina students.

The **Gaines Scholarship** provides full tuition to Anderson county residents financially unable to attend college.

The **J. E. Rouse and Herbert C. Garrett, Jr. Scholarship**, is given annually to two South Carolina Baptist pastors who desire to continue their education at Anderson College. Applicants must be currently serving as pastor of a South Carolina Baptist church. Each scholarship covers full tuition.

The **Pete Stathakis Scholarship** is given annually. Applicants must be residents of Anderson County and need financial assistance.

The **Ed and Zana Rouse Scholarship** is available to students who need financial assistance to attend Anderson College.

The **Woman's Missionary Union of the Saluda Association** gives two scholarships annually. The value of each is \$150. Applications should be made to the Saluda Association, 103 Dixie Drive, Anderson, S. C.

The **Charles S. Sullivan Scholarship** is to be used to assist worthy students.

The **Thrift Brothers Scholarship** is awarded annually to either men or women students attending Anderson College who plan to enter a church-related vocation.

The **Eliza C. Vandiver Scholarship** is available to assist worthy and needy students attending Anderson College. Those interested should apply through the Financial Aid Office.



By request of the late Virginia L. Cochran, interest from the Ernest F. and Virginia L. Cochran Memorial Scholarship is to be used as a scholarship for some deserving person or persons of Anderson County.

Interest from The Joseph Newton Brown Trust Fund is to be awarded to needy Anderson County students preparing for careers in Christian service.

The Henry Harper Scholarship is used to assist worthy students.

The Carolyn Greer Hester Scholarship is available to a student who is completely committed to foreign missionary service under the Southern Baptist Convention.

The M. B. Nannie Leopard Scholarship Fund is available to worthy students.

The Willie Sue Boleman Webb scholarship will be used to assist worthy students.

#### GOVERNMENT FUNDS

These funds are provided by the federal government and are assigned to students by the financial aid office.

National Direct Student Loan — The NDSL is a government loan program handled by this college. These loans are awarded based on the student's need. The 3% interest rate and repayments do not begin until nine months after the student is no longer enrolled in college.

Work Grants — There are a limited number of on and off campus jobs which will usually be assigned to students who have need. Anyone can request a job application from the Financial Aid Office.

Supplementary Educational Opportunity Grant — This is a federal program specifically designed for students of exceptional financial need.

#### OTHER RESOURCES

Veteran Benefits — The college is approved by the

Veteran's Administration. Veterans and their dependents may receive benefits to which they are entitled. The program is administered through the office of the registrar. Information may be obtained there.

Vocational Rehabilitation — Persons with physical disabilities which are vocational handicaps are eligible for financial aid from state departments of vocational rehabilitation. Information may be obtained from the vocational rehabilitation department in the student's home state.

Air Force ROTC Scholarships — AFROTC can provide four, three, and two year full scholarships to the best qualified young men and women. Application for the four year scholarship must be made by December 31 of the student's high school senior year in order to be eligible. Information on these scholarships is available from high school counselors, or from the Clemson University AFROTC Detachment.

Army ROTC Scholarships — Scholarships are available to young men and women who are strongly motivated toward a career in the Army. For more information the student may contact the Army ROTC Detachment at Clemson University or the high school guidance counselor.

South Carolina Loan Corporation — This is a private, non-profit service corporation which endorses low-cost, long-term loans to needy college students.

#### FURTHER INFORMATION

There is a publication available from most high school guidance offices and college financial aid offices listing well over one hundred other sources of financial aid.

For additional information contact:

Mr. Jim Owens, Financial Aid Director  
Anderson College  
Anderson, South Carolina 29621



## **academic regulations**

### **GRADUATION REQUIREMENTS**

Anderson College offers the following degrees and certificate: Associate of Arts, Associate of Science, Associate of Fine Arts, Associate of Secretarial Science, Associate of Arts in Fashion Merchandising, and one-year certificate in Secretarial Science. Candidates for the associate degree must earn a total of 64 semester hours and an overall grade point average of C (2.0) on all courses attempted. The students seeking the degree or the certificate in secretarial science take the courses prescribed by that department and listed elsewhere in this catalog. The students seeking the degree in Fashion Merchandising must take certain prescribed courses in that field which are described in the recommended curricula. The students seeking the Associate of Arts degree are required to take four semesters of English, two semesters of Religion, and two courses in Physical Education. No other program of specific courses is prescribed for the Associate of Arts students. The intention is to make the curriculum as flexible as possible to

permit the student to take the courses needed to complete requirements of a four-year Bachelor's degree at a senior college or university. Students take those subjects at Anderson College which most closely approximate and parallel the requirements of the senior college or a major field. Any exemption of Physical Education requirement must be approved in writing by the chairman of the Physical Education department and conveyed to the registrar. Any exemption to the English requirement must be approved by the student's faculty advisor, the chairman of the English department, and the registrar on a form to be provided by the registrar. The specific recommended subjects are listed in the section of this bulletin under recommended curricula.

Specific course requirements are listed for the degrees in Secretarial Science, Fashion Merchandising, and the Fine Arts degree.

### TRANSFERRING CREDITS

Students may transfer credits to Anderson College from any college or university which is accredited by its regional accrediting agency. A maximum of 40 semester hours or its equivalent will be accepted in transfer. Students transferring credits to Anderson College will receive credit for all passing grades. The student may transfer D grades or may choose not to transfer them according to their effect upon his overall grade point average. The grade point average is based on all courses attempted at this college and all credits accepted in transfer.

Credit earned in non-accredited colleges, in technical schools, and through non-traditional means will be evaluated individually and transfer credit awarded as deemed appropriate by the academic administration of Anderson College. Credit by examination will be given students who have completed courses in non-accredited post-secondary institutions. The student seeking such credit should confer with the assistant

academic dean. A maximum of 24 semester hours credit is given for formal education in the armed services using the recommendations of the American Council on Education.

Credit earned through correspondence studies offered by an accredited college or university may be transferred to Anderson College.

Credit will be given for College Level Examination Program (CLEP) subject examinations to those who earn scores of 50 or better. A maximum of 24 semester hours of CLEP credit may be applied toward a degree at the college. No credit is awarded for CLEP general examinations.

As explained in the section on graduation requirements a student who has completed all graduation requirements except for six semester hours may transfer these hours back to Anderson College from another institution and be graduated.

## ORIENTATION AND REGISTRATION

### ORIENTATION

The college provides a comprehensive program of orientation, testing, advising and guidance to acquaint the new student with the college and to enable him to make the best possible adjustment to this new experience. Orientation is as much a part of the semester's work as is the week of examinations which concludes it. Students are required to complete the orientation program because it is designed to enhance chances of scholastic success.

### REGISTRATION

Registration is the process of enrolling in classes for a new semester. Registration is held during the week prior to the beginning of classes in each semester. The



student must present a statement of financial clearance before he registers for classes.

### ACADEMIC LOAD

The academic load of college students is measured in terms of "semester hours." The student normally takes 16 semester hours each semester. This usually consists of five to six different subjects. One tuition fee is charged to all full-time students. The student who takes over 18 semester hours is charged an additional \$25 per semester hour. Students who are working at full-time jobs while enrolled in college are not encouraged to take a full load. The academic dean may require a working student to limit his load to a specified number of semester hours (usually four classes).

A student with a D average will be advised by his faculty adviser to limit his semester hour load to 12 to 15 hours per semester.

A student with a C average will be advised to take from 16 to 18 semester hours. Students with a strong B average may receive special permission to enroll for as many as 19 semester hours. In all cases, special permission must be granted for the student to take 19 semester hours, and credit will not be given in excess of the authorized semester hour load.

### RECOMMENDED CURRICULA

There is no specified maximum number of semesters a student may continue to be enrolled at Anderson College. Students who are attending only at night, or who are taking a reduced load, may take several years to complete all requirements for graduation.

Candidates for graduation need not earn all their credits at Anderson College. Students may attend another accredited college and transfer work to Anderson to apply for graduation. Of the last 30 hours presented for graduation at least 24 must be earned at Anderson College. Students who attend Anderson College, enroll in another college, and then subsequently return to Anderson College are exempted from the above provided

they have a majority of their credits presented for graduation earned at Anderson College. A student who has attended this college may transfer a maximum of six semester hours from another institution to meet graduation requirements. No more than four semester hours of credit in physical education may be presented for graduation.

### TESTS AND EXAMINATIONS

All students who enter Anderson College are given placement tests in Math and English. These tests are used to determine if the student is in need of remedial instruction in these subjects. Special students and transfer students who have completed these courses are not given the placement tests.

Students who have taken French or Spanish in high school are given a placement test in that language to determine their level of competence and their placement. Students who make a satisfactory score are placed in intermediate sections, rather than beginning classes, and are given credit for the courses bypassed by examination upon successful completion of the intermediate course in which they are placed.

Students stand periodic tests in all classes and stand a final examination at the end of the semester. The examinations are scheduled for all classes and the examinations are given as scheduled. When a student is absent from a test or examination the instructor for the course determines if the student is to be allowed to make up the test or exam missed. Before a student takes final examinations he is expected to pay all financial obligations to the college.

Students who have an overall average of A for the course may be exempt from a final examination at the discretion of the instructor.

The semesters work for a course ends when the final examination has been given and once the final grade has been assigned it may not be changed except to correct an error on the part of the instructor.

## GRADING SYSTEM

The grades appearing on the transcripts of students at this college are as follows:

Letter Grade	Value	Grade Point
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
WP	Withdrew passing	0
WF	Withdrew failing	0
NR	No report by instructor	0
X	Audit, no credit	0

Once a grade is reported to the registrar's office it may not be changed except to correct an error made by the instructor. Any change of grade to correct an error must be approved by the academic dean.

The I for incomplete is a temporary grade which may be given if a student is unable to complete all course requirements by the end of the term. In order for a student to receive the Incomplete grade he must specifically request this grade and must make arrangements to complete the course requirements within thirty days of the end of the semester. Failure to do so will result in a grade of F.

NR is a designation which may appear in the event a grade is not reported by the instructor. This is a temporary grade and will be changed to a permanent grade by the registrar at his earliest opportunity.

Grades are reported to students and to their parents regularly. At the middle of the semester the student receives a written grade report. The mid-semester grade report is a progress report to the student and his

parents, and it does not become a part of the student's permanent record. At the end of the semester grade reports are mailed to the parents of the students who are minors. Instructors post grades at pre-determined locations for the benefit of their students so that the student need not wait for the report sent through the mail.

If a grade report is not received through the mail within a month of the end of a semester the parents or students should contact the registrar's office. Grade reports are withheld if the student has an unpaid balance on his account.

Each student is responsible for keeping his personal record of grade reports and total credits earned at college. The registrar's office will make, without charge, a copy of the student's record for him to consult. Mistakes and misunderstandings can be avoided by the student being completely knowledgeable concerning his own record.

## GRADE REPORTING

Grade reports are mailed twice each semester by the registrar. Reports are mailed to parents of minor students unless the registrar has been instructed otherwise. The mid-semester report is a progress report and does not become a part of the permanent record.

## GRADE POINT AVERAGE

The grade point average is computed by dividing the total number of grade points earned by the total number of semester hours attempted. To make satisfactory progress a student must maintain a minimum grade point average of 2.00.

## REPEATING A COURSE

It is sometimes possible to overcome the consequences of poor performance by repeating a course. If a student repeats a course on which he has previously earned a grade of F, only the higher of the two grades will be

computed in his grade point average. If a student repeats a course on which he has earned a grade of D or above, he will have each attempt computed in his grade point average. The maximum number of grade points that may be earned will be that of the highest grade earned. A student should consult with an academic advisor before repeating any course.

When a student plans to repeat a course he must bring this to the attention of the registrar at the time of registration.

Even though a student may repeat a course to improve a grade point average, all grades earned remain on the transcript. No grade is ever removed from the permanent record of a student even though the college may not count that grade, as described above, in computing the grade point average.

## ACADEMIC STANDING OF STUDENTS CLASSIFICATIONS

Anderson College students are classified in several different ways. Students who live on the campus are classified as resident, or boarding, students. Those who do not live on the campus are referred to as commuting students, or sometimes called day students. Because the Anderson Evening College offers classes to a large number of persons who attend only at night, some students are classified as night students. Those who are taking less than 12 semester hours are called part-time students, while those taking 12 or more hours are full-time students. Resident students must sign up for at least 12 semester hours work at the beginning of the semester as the dormitories are for full-time students only. At any time that a student's academic load drops below twelve semester hours, credit and non-credit courses, he will be allowed to remain in the dormitory only by special permission of the dean of students. There is no minimum number of semester hours or courses a student may take to be a commuting student or a night school student.



## FRESHMAN AND SOPHOMORE CLASSIFICATION

When a student has earned as many as 30 semester hours he is classified as a sophomore. It is not necessary for a student to achieve sophomore standing by any certain time as his continued enrollment depends upon his grade point average rather than his semester hours earned.

## ACADEMIC PROBATION

Academic probation is a term which tells a student that his performance on previous college work is not up to standard. The term indicates that he cannot expect to graduate unless his performance is improved. The student is informed by this means that he must make plans for improving his academic record if he is to remain enrolled and if he expects to earn a degree. This policy contains both a qualitative and a quantitative requirement.

1. Academic probation will not be applied to students being accepted for college work for the first time.
2. Academic probation will apply to students after they have had one term of study at this college or come as transfer students from other colleges with a deficient record as described below.
3. Students will be placed on academic probation at this college, or accepted on academic probation as transfer students, if either of the two is true.
  - (1) If a student's cumulative grade point average is below 1.5 for all courses completed based on a four point scale.
  - (2) If a full-time student in any semester fails to earn credit for at least 60% of the semester hours for which he enrolled.
4. A student placed on academic probation or accepted in transfer on academic probation must, in order to remain enrolled, file with the academic standards committee a statement prepared in cooperation with a college staff member qualified to give academic guidance indicating his plans to

improve his grade point average. This statement will indicate the student's plans with regard to such matters as courses to be repeated, total semester hours to be attempted, allocation of time between studies and other activities, minimum grade average to be achieved to improve the average, etc. The deadline for submission of this statement is prior to registration for the first semester and before or within the first two weeks of classes in the second semester. If this statement is acceptable to the committee, the student will be notified that he may remain enrolled on academic probation.

5. A student is removed from academic probation when he improves his cumulative grade point average to 1.5 or better. The full-time student must also complete at least 60% of the hours attempted.
6. Any student on academic probation whose grade point average falls during the time he is on probation will be subject to academic suspension for a period of time to be determined by the academic standards committee.
7. Academic Probation will not be noted on the face of the student's transcript but on the back.

The program of academic probation is administered by a standing committee of faculty, students, and administrative staff.



## **CONTINUING ENROLLMENT**

Students who intend to re-enroll in the college in the next academic year are required to file with the Admissions Office a Confirmation of Intention to Enroll. If the student is in good academic standing with the college his continued enrollment is approved. Students who have an academic average below the minimum of 1.0 described above are subject to academic suspension and are continued on special guidance only by special permission of the admissions committee. Such continuation is the exception, rather than the rule.

## **CLASS ATTENDANCE REGULATIONS**

Prompt and regular class attendance is expected of all students as an indication of responsible and serious participation in the academic program. The student should be prepared at all times to present to his instructors an acceptable reason for any class absence or tardy. In the event of any absence the student is responsible for making up all work missed.

At any time that continued class absences and tardies are a serious detriment to the student's academic performance it may result in his being withdrawn from the class by the instructor through the twelfth week of the semester with WP or WF depending upon the student's average at the date of withdrawal.

The maximum number of absences a student may have and still receive credit for the course will depend upon his academic performance in the class, the reasons for his absences, and the decision of the instructor.

A committee of faculty members will be available to the student and the instructor if either wish to use it to handle exceptional cases.

The college issues an official leave of absence to students who represent the college in college sponsored activities which make it necessary for them to be absent from classes. Sponsors of such activities must have prior

administrative approval for each anticipated absence of students.

39

## **LATE ENROLLMENT AND WITHDRAWAL FROM A CLASS**

### **DROP-ADD PERIOD**

A student who encounters serious problems with his schedule or who wishes to add a class to his schedule may consult with the registrar during the first three days of the semester. A student will not normally be permitted to enter a class after this three day period.

### **PROCEDURE FOR DROPPING A CLASS**

A student who wishes to drop a class will get a Class Withdrawal Form from the registrar's office and take it to his instructor. The instructor will return the form to the registrar with a notation of withdrew passing or withdrew failing. Classes dropped during the first two weeks of the semester are not entered on the student's permanent record. The student bears full financial responsibility for all classes in which he is enrolled at the end of the second week of classes. Students may not drop classes after the twelfth week of the semester except under extenuating circumstances.

### **WITHDRAWAL FROM COLLEGE**

A student who finds that he must withdraw from all classes at any time other than the end of the semester should file a withdrawal form with the Counseling Center. (See page 28 for refund policy.)

### **DEAN'S LIST**

Students of outstanding academic achievement are recognized each term by inclusion on the dean's list. These are full-time students who have a cumulative grade point average of 3.5 or better. The college holds a scholarship recognition program annually to recognize the students who are placed on the dean's list at the end of the first semester.

## GRADUATION HONORS

Anderson College follows the practice of graduating students with honors and conferring suitable awards to graduates of high accomplishment.

During the commencement exercises three categories of awards are made to outstanding students. American Legion Award — a young woman or a young man from the graduating class is recognized for high qualities of honor, courage, scholarship, leadership and service. Denmark Society — during the awarding of diplomas members of the graduating class are named to membership in the Denmark Society which bears the name of the president emeritus of Anderson College, Dr. Annie Dove Denmark. Students named to this honor represent the highest Anderson College tradition in leadership, campus citizenship, scholarship and Christian character.

The graduation program and diploma designate honor graduates of high academic attainment. The Latin phrases identify three levels of achievement based on an academic grade average with 4.0 representing an overall average of A. Cum Laude — with praise — 3.50 to 3.74; Magna Cum Laude — with great praise — 3.75 to 3.94; Summa Cum Laude — with greatest praise — 3.95 to 4.00.

## STUDENT RECORDS

Anderson College maintains the following types of records on students: (a) Academic records are maintained in the Registrar's Office. (b) Admissions records are transferred from the Admissions Office to the Registrar's Office upon a student's enrollment. Confidential reference materials are destroyed prior to the student's enrollment. (c) Advising records are maintained by the Director of Academic Advising. (d) Alumni records are maintained in the Development Office. (e) Financial Records are maintained in the Business Office. (f) Financial Aid records are



maintained in the Financial Aid Office. Financial statements of parents are not accessible to students. (g) Medical records are maintained by the college nurse. These are not accessible to the student. (h) Personal counseling records are maintained by the Counseling Office. These are not accessible to the student. (i) Social and disciplinary records are maintained by the Dean of Student Affairs.

The records listed above, except those specified as inaccessible, may be reviewed by the student. In some instances a written request may be required, but in no instance will the college wait longer than forty-five days to provide access to the record. The student may be charged a maximum of ten cents per sheet for photocopies of his records.

If there is disagreement between the student and the custodian of the records that cannot be resolved in informal discussion, a hearing will be scheduled within forty-five days of the student's written request. The hearing will be conducted by a person who is appointed by the Chairman of the Faculty and approved by the student. The results of the hearing will be transmitted in writing to the student.

In keeping with provisions of the Federal Education Rights and Privacy Act of 1974, the college will not issue transcripts or other personally identifiable records of a student without that student's express written consent, except as indicated below:

(a) Anderson College officials will have access to the records. (b) Grade reports will be mailed to parents of dependent children unless the registrar is instructed otherwise. (c) Records may be released in connection with a student's application for or receipt of financial aid. (d) Certain state and federal officials have legal access to the records.

Certain items are considered to be public information and may be released by the college without written consent unless the college is instructed to withhold such

information from the public. Items of public information are: name, address, telephone listing, parents' names, date of birth, denomination, field of study, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, degrees and awards received, and previous educational institutions attended. Any student who does not want this information released by the college must communicate this in writing to the registrar by the end of the first week of classes each semester.

## ANDERSON EVENING COLLEGE

### ADMISSION

The admission requirements for the evening classes are the same as for all other classes for students who wish to take courses for college credit and earn credits toward graduation. As indicated in the section on admissions the college does admit highly qualified special students. An opportunity may be given to a student to enroll in an evening class as a means of evaluating his scholastic qualifications pending regular enrollment. Some classes are offered from time to time in the evening which are open for persons not seeking college credit and applicants are admitted as special students on the basis of their secondary education record and maturity.

### CLASSES

Generally the curriculum of the evening classes is the same as in the day program of the college. Classes are offered on the basis of demand. Fewer science laboratory courses are available at night, and the more specialized career courses in Secretarial Science and Home Economics are not available at night.

## INSTRUCTORS

The faculty for the evening classes is composed of instructors who teach in the day program of the college and is supplemented by a small number of highly qualified persons who teach only at night. All instructors meet the qualifications of college faculty members.

## COSTS

The section of this bulletin dealing with finances gives the details of costs which include only a registration fee and a semester hour charge for tuition. The student purchases his own textbooks and supplies. Tuition for the semester is paid in full at the time of registration just prior to the first meeting of the classes. There is no refund for tuition and fees for the evening classes.

## NIGHT CLASS ATTENDANCE

Each class meets only one night a week. When laboratory science courses are offered these have a second meeting during the week for a laboratory session. Classes meet for the entire semester and holidays are observed at any time the day classes are not meeting. Each meeting of the class is 150 minutes in duration, not counting break time, and involves the work of three full class periods in the day session. Because each meeting of the class is equivalent to a week's work in the day session it is very important that students not be absent at any time during the term. Instructors must approve all absences and these must be due to emergencies beyond the control of the student. Loss of credit can result if the student is absent several times from a night class, regardless of the circumstances.

## FURMAN AT ANDERSON PROGRAM

Anderson College and Furman University have

initiated a program whereby Anderson College facilities are made available to Furman University in the evening. Students who have completed their first two years of college study may complete a third year in Anderson before going to the Furman Campus for the senior level studies. This program is administered by the Division of Continuing Education of Furman University. For additional information contact the director of this division at Furman University.

## SPECIAL POLICY FOR STUDENTS RECEIVING VA BENEFITS

Students who receive VA educational benefits are subject to special rules with regard to academic probation and course withdrawal. These rules are imposed by the governmental agency.

Recipients of VA benefits may not be certified for such benefits for more than one semester of academic probation. In some instances the student may be eligible to continue as a student of the college without the VA benefits.

Recipients of VA benefits who withdraw from a course after mid-semester will receive a grade of F for the course unless the withdrawal was made necessary by extenuating circumstances.





## recommended curricula

The section of this catalog on the academic program describes the degrees and certificates awarded to graduates of Anderson College. The curricula in secretarial science, fashion merchandising and the AFA curriculum in music describe courses *required* for graduation with the degree or certificate in that field. All the other curricula described in this section of the catalog are *recommended only*.

The student must earn a total of 64 semester hours and an overall grade point average of 2.0 which is C. All students who graduate from Anderson College must earn credit for four semesters of English. Additionally, the graduate must earn credit for the two semesters of Religion. The student takes two courses in physical education. ROTC may be taken in lieu of Physical Education to meet this requirement. Beyond these there are no other courses required for graduation. This flexibility of curriculum is intended to make it possible for the student to select those courses at Anderson

College which most closely parallel the lower division program at the senior college of his choice in preparation for the major of his choice. The majority of Anderson College students plan to transfer to a senior college or a university, and therefore, the curriculum at



this institution is flexible enough to allow students to prepare to enter the junior class, having all the correct courses in the first two years, and pursue studies in their major.

The student who is undecided about either a major or a senior college, or both, should follow the liberal arts curriculum as it most nearly approximates the general education requirements in the first two years of higher education.

The section of this catalog on academic regulations should be consulted for information concerning courses transferred from other institutions to meet graduation requirements.

## ART

	Semester Hours
First Year	
English 11 & 12 — Composition .....	6
Religion .....	6
Art 21 & 22 — Appreciation .....	6
Art 25 & 26 — 2-D and 3-D design .....	6
Art 23 — Drawing I .....	3
Art 31 — Painting I .....	3
Physical Education or ROTC .....	<u>2</u>
	32

## SECOND YEAR

Literature .....	6
Art 24 — Drawing II	
(Figure Representation) .....	3
Art 32 — Painting II .....	3
Art 33 — Painting III .....	3
Electives (May include additional art courses) .....	<u>17</u>
	32

## ALLIED HEALTH

45

The following curricula are recommended for the Associate of Science degree to transfer to a medical college or university where the Bachelor of Science degree in these fields is to be completed.

	Cyto- technology	Dental Hygiene	Medical Records Administration	Medical Technology	Occupational Therapy	Physical Therapy	Radiologic Technology	Respiratory Therapy
English	12	12	12	12	12	12	12	12
Mathematics	6	6	6	6	6	6	6	6
General Biology	8	8	8	8	8	8	8	8
Anatomy				4		4		
General Chemistry	8	8	8	8	8	8	8	8
Organic Chemistry				8				
General Physics					8	8	8	8
Science Elective		8						
Religion	6	6	6	6	6	6	6	6
General Psychology		3			3	3		3
Abnormal Psychology					3	3		
Introductory Sociology		3						
Speech		3						3
History								
Social Science Electives	12		12	12	6	6	12	9
PE/ROTC	2	2	2	2	2	2	2	2
Free Electives	10	5	10		2		2	
Totals	64	64	64	66	64	66	64	65

## BUSINESS ADMINISTRATION

This curriculum is recommended for the student who intends to enter business after graduation from Anderson College or to transfer to a senior institution to major in any of the many fields of business administration. The curriculum in pre-textile technology is closely related to business administration and students interested in this field should consult that curriculum also.

### First Year

English 11 & 12—Composition .....	6
Religion .....	6
*Math 13 & 14—Mathematical Analysis .....	6
Business Administration 15—Management .....	3
Business Administration	
11 & 12—Accounting .....	6
Directed Elective .....	3
Physical Education or ROTC .....	2
	<hr/>
	32

### Second Year

Literature .....	6
Business Administration	
21 & 22—Economics .....	6
*Chemistry 13 & 14—General	
Chemistry	
or	
Astronomy 13 & 14	
or	
Physical Science 11 & 12 .....	8
Business Administration	
13—Business Law .....	3
Political Science 11—American	
National Government .....	3
Physical Educational or ROTC (Optional) ...	2
Directed Electives .....	4-6

32-34



\*The placement test in math will indicate if the student should take Math 13 and 14 or first take Math 11, or Math 10 and 11, as prerequisite to mathematical analysis.

\*\*Consult the catalog of the senior college for requirements in laboratory sciences. Twelve semester hours of laboratory science are generally recommended.

## ELEMENTARY AND SECONDARY EDUCATION

This curriculum is for the students who plan to major in education in a senior college in preparation for a career in public school teaching or administration. The student should consult the official teacher education and certification requirements of the state in which he plans to teach to be certain of meeting appropriate educational requirements.

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Biology 11 & 12—Botony and Zoology .....	8
*Mathematics 11 & 12—College Algebra and Trigonometry or Mathematics 15 & 16—Mathematics for Elementary Teachers .....	6
Art 21—Art Appreciation .....	3
Physical Education or ROTC .....	2
Education 11—Orientation .....	1
	32
<b>Second Year</b>	
Literature .....	6
Chemistry 13 & 14—General Chemistry .....	8
or Physical Science 11 & 12 or Astronomy 13 & 14	
History 11 & 12—Western Civilization .....	6
Health 21—Health Education .....	3
Psychology 11—General Psychology .....	3
*Elective .....	3
Physical Education or ROTC (Optional) .....	2
Music 15—Music Appreciation .....	3
	34
*Elementary Education: Math 15 & 16 Secondary Education: Math 11 & 12	

\*\*Students who plan to teach in South Carolina should elect six additional semester hours in the social sciences such as History, Economics, Sociology, Psychology or Political Science. Electives should be selected to satisfy the degree requirements of the specific college to which the student will transfer.

47

## ENGINEERING

This curriculum is coordinated with the requirements for engineering degrees. The pre-engineering student takes calculus as his first college course in math. All math below that level is considered remedial in terms of the engineering degree requirements whether it is taken at Anderson College or at a University. Students following this recommended program should be able to transfer all credits to a senior college and earn a degree in engineering.

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Biology 11—Botany .....	4
Chemistry 13 & 14—General Chemistry .....	8
Math 21 & 22—Geometry & Calculus .....	8
Physical Education or ROTC .....	2
	34
<b>Second Year</b>	
Literature .....	6
Physics 21 & 22—General Physics .....	8
Math 26—Calculus .....	4
B. A. 21—Economics .....	3
Sociology 13 & 14—Introduction and Social Problems .....	6
Psychology 11—General Psychology .....	3
Physical Education or ROTC (Optional) .....	2
	32

**FASHION MERCHANDISING**

Students who earn the Associate of Arts degree in Fashion Merchandising must complete the basic graduation requirements, the five courses in Fashion Merchandising (11, 12, 21, 22, and 23) and additional related courses to complete the 64 semester hours.

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Fashion Merchandising 11—Principles of Fashion Merchandising .....	3
Fashion Merchandising 12—Textiles .....	3
Religion .....	6
Business Administration 11—Accounting .....	3
Home Economics 12—Basic Clothing .....	3
Home Economics 15—Interior Design .....	3
Art 21 or 22—Art Appreciation .....	3
Physical Education or ROTC .....	1
Secretarial Science 15 .....	2
	<hr/> 33

<b>Second Year</b>	
Literature .....	6
Fashion Merchandising 21—Display, Advertising & Sales Promotion .....	3
*Fashion Merchandising 22—Fashion Merchandising Practicum .....	3
Fashion Merchandising 23—Merchandising Management .....	3
Business Administration 21 or 22—Economics .....	3
Home Economics 22—Advanced Clothing and Design .....	3
Psychology 11—General Psychology .....	3
Speech 11—Fundamentals .....	3
Physical Education or ROTC .....	1
Elective .....	3
	<hr/> 31

\*The student makes all arrangements for employment for the practicum. This course may be taken in any semester or during the summer term.



## GENERAL COLLEGIATE CURRICULUM

This curriculum is prescribed for students who are accepted conditionally. It is intended to help give the student a good foundation for further college work and to provide developmental instruction in areas where it is needed. This curriculum is followed for a maximum of two semesters. After the first semester the student may be advised into another curriculum.

First Semester	Semester Hours
*English 10 or 11 .....	3
Religion .....	3
Psychology 11—General Psychology .....	3
Reading 13 .....	3
Psychology 10—Success Seminar .....	2
Physical Education or ROTC .....	1
	<hr/> 12-15
 Second Semester	
*English 10, 11 or 12 .....	3
Options—Choose two from these: .....	6
Sociology 13	
Speech 11	
Health 21	
Religion .....	3
*Psychology 10—Success Seminar .....	3
Math 10 or 11 .....	3
Physical Education or ROTC .....	1
Reading 14 .....	1
	<hr/> 14-17

\*English—The student will take a placement test to determine if he takes a non-credit remedial course (English 10). When a non-credit course is taken the total of semester hours earned is reduced accordingly.

\*Psychology 10—Success Seminar is taken in the second semester only by those who did *not* take it in the first semester.

49

## HOME ECONOMICS

First Year	Semester Hours
English 11 & 12—Composition .....	6
Religion .....	6
Biology 11 & 12—Botany and Zoology .....	8
Home Economics	
11—Foods .....	3
12—Basic Clothing and Design .....	3
Psychology 11—General Psychology .....	3
*Directed Elective .....	3
Physical Education or ROTC .....	2
	<hr/> 34
 Second Year	
Literature .....	6
Chemistry 13 & 14—General	
Chemistry .....	8
Home Economics	
15—Interior Design .....	3
21—Managing and Budgeting .....	3
22—Advanced Clothing and Design .....	3
Art 21 or 22—Appreciation or	
Music 15—Appreciation .....	3
History 11 & 12—Western Civilization .....	6
Physical Education (Optional) or ROTC .....	2
	<hr/> 34

\*Recommended electives in Home Economics are Math 11, College Algebra, and Political Science 11.

**HOMEMAKERS AND BUSINESS—TERMINAL**

This curriculum is designed for the young woman who wishes to prepare for a career in secretarial work and an effective role as a homemaker. It combines basic courses from home economics and secretarial science.

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Secretarial Science	
9 & 10—Elementary Shorthand	
or	
11 & 12—Intermediate Shorthand	
or	
Business Administration	
11 & 12—Accounting .....	6
Home Economics	
11—Foods .....	3
12—Basic Clothing and Design .....	3
Secretarial Science	
24—Office Machines and Management .....	3
17 & 18—Elementary Typewriting	
or	
19 & 20—Intermediate Typewriting .....	4
Physical Education or ROTC .....	2
	<u>33</u>
<b>Second Year</b>	
Literature .....	6
Psychology 11—General Psychology .....	3
Sociology 21—The Family .....	3
Home Economics	
15—Interior Design .....	3
21—Advanced Clothing and Design .....	3
Secretarial Science	
13 & 14—Advanced Shorthand	
or	
27—Business Correspondence	
or	
Business Administration 13—	
Business Law .....	3-6

Art 21 or 22—Art Appreciation .....	3
Directed Elective .....	3
Physical Education (Optional)	
or ROTC .....	2
	<u>32-35</u>

**INTERIOR DESIGN**

	Semester Hours
<b>First Year</b>	
English 11, 12 .....	6
Religion .....	6
Art 21, 22—Appreciation	
and History .....	6
B.A. 11—Accounting .....	3
Sociology .....	3
Speech 11 .....	3
Directed Electives .....	3
Physical Education or ROTC .....	1
	<u>31</u>
<b>Second Year</b>	
Literature .....	6
Art 25, 26—Two and Three	
Dimensional Design .....	6
Fashion Merchandising	
12—Textiles .....	3
Home Economics	
15—Interior Design .....	3
Fashion Merchandising 11—Principles	
of Merchandising .....	3
Psychology 11 .....	3
Fashion Merchandising 23—	
Merchandising Management .....	3
Directed Electives .....	5
Physical Education or ROTC .....	1
	<u>33</u>



## JOURNALISM

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
History 11 & 12—Western Civilization .....	6
Modern Languages 11 & 12—Elementary French or Spanish .....	8
Journalism 11—Introduction to Journalism .....	3
and 13—Reporting .....	3
Physical Education or ROTC .....	2
	<u>34</u>
<b>Second Year</b>	
Literature .....	6
Modern Language 21 & 22—Intermediate French or Spanish .....	6
History 21 & 22—American History .....	6
Math or Natural Science .....	6-8
Electives .....	6
Physical Education (Optional) or ROTC .....	2
	<u>32-34</u>

Opportunities are available for practical experience in Journalism in student publications.

## LIBERAL ARTS

This curriculum is designed to be flexible enough to meet the basic general education requirements of the first two years of most senior colleges and universities in the broad range of liberal arts programs. It is also intended for those students who are undecided about a major field of study and/or the senior institution to which he will transfer. The student will receive major assistance from a faculty adviser in building a program of study relevant to the particular needs of the individual.

### First Year

English 11 & 12—Composition .....	6
Religion .....	6
Modern Language 11 & 12—Elementary French or Spanish .....	8
Math or Science Electives .....	6-8
Directed Electives .....	3-6
Physical Education or ROTC .....	2
	<u>31-36</u>

### Second Year

Literature .....	6
Modern Language 21 & 22—Intermediate French or Spanish .....	6
Social Science Electives .....	12
Directed Electives .....	6-8
Physical Education or ROTC (Optional) .....	2
	<u>32-34</u>



## MINISTRY AND CHURCH-RELATED VOCATIONS

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Modern Language 11 & 12—Elementary	
French or Spanish .....	8
Math or Natural Science Option .....	6-8
History 11 & 12—Western Civilization .....	6
Physical Education or ROTC .....	2
	<hr/> 34-36

<b>Second Year</b>	
Literature .....	6
Religion .....	6
Modern Language 21 & 22—Intermediate	
French or Spanish .....	6
Directed Electives .....	12
	<hr/> 32

## MUSIC

Piano is required for all music majors each semester until the required proficiency level is achieved. Consult the section of music in the course descriptions for details concerning music entrance requirements and other departmental policies.

The following is the required curriculum for the AFA degree in music. This is a curriculum for students transferring to senior colleges and universities to major in either vocal, instrumental, or keyboard music study.

	Semester Hours
English 11 and 12 .....	6
English Literature .....	6
Religion .....	6
Physical Education or ROTC .....	2
Music 11, 12, 13, 14 - Theory .....	6

Music 21, 33, 23, 24 - Theory .....	6
Introduction to Music History and Literature .....	4
Music 1, 2, 3, 4 - Choir or 5, 6, 7, 8 - Band .....	4
*Applied Music Major .....	8
*Applied Music Minor .....	4
Recital and Concert .....	NC
Electives .....	<u>12</u>
	64

\*The "applied" music courses are the courses in musical performance taught individually or in small classes. The music major is instructed in two fields of music performance, one as his major and the other as his minor. The choices for the major and minor are: Voice; Piano; Organ; or Instrumental Music. Consult the section of course descriptions on applied music for details.



**PHYSICAL EDUCATION**

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Biology 11 & 12 .....	8
Math 11 & 12 .....	6
Directed Electives .....	6
Physical Education or ROTC .....	2
	<hr/> 34

**Second Year**

Literature .....	6
Chemistry 13 & 14—General	
Chemistry .....	8
History 11 & 12—Western Civilization .....	6
Art 21 or 22—Art Appreciation .....	3
Music 15—Music Appreciation .....	3
Health 21—Health Education .....	3
Directed Elective .....	3
Physical Education (Optional, but recommended) or ROTC .....	2
	<hr/> 34

**PRE-LIBRARY SCIENCE**

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
History 11 & 12 .....	6
Natural Science .....	8
Modern Language 11 & 12—Elementary	
French or Spanish .....	8
Physical Education or ROTC .....	2
	<hr/> 38-40

**Second Year**

Literature .....	6
Modern Language 21 & 22—Intermediate	
French or Spanish .....	6
Secretarial Science 15 & 16—	
Personal Typing .....	4
Health 21—Health Education .....	3
Art 21 or 22—Art Appreciation .....	3
Music 15—Music Appreciation .....	3
Directed Electives .....	6
Physical Education or ROTC (Optional) .....	2
	<hr/> 33

**PRE-MEDICAL AND PRE-DENTAL**

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Chemistry 13 & 14—General	
Chemistry .....	8
Biology 11 & 12—Botany and Zoology .....	8
Directed Elective .....	3
Physical Education or ROTC .....	2
	<hr/> 33

**Second Year**

Literature .....	6
Biology 22—Human Anatomy and Physiology .....	4
Directed Electives .....	6
Physics 21 & 22—General Physics .....	8
Chemistry 21 & 22—Organic Chemistry .....	8
Physical Education or ROTC (Optional) .....	2
	<hr/> 34

**PRE-NURSING**

Due to the wide variations in curriculum requirements of the various Schools of Nursing in colleges and universities, all Pre-Nursing students, with the aid of an adviser, will structure their programs of study at Anderson College to meet the specific requirements of the senior institutions to which they plan to transfer. It is important that these students make an early choice of a senior institution, and they should plan to transfer to that institution at the end of the second or third semester of study.

**PRE-PHARMACY\***

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Mathematics 11 & 12—College Algebra and Trigonometry .....	6
Biology 11 & 12—Botany and Zoology .....	8
Chemistry 13 & 14—General Chemistry .....	8
Physical Education or ROTC .....	<u>2</u>
	36
<b>Second Year</b>	
Literature .....	6
Directed Electives .....	6
History 11 & 12—Western Civilization .....	6
Physics 21 & 22—General Physics .....	8
Physical Education (Optional) or ROTC .....	2
Chemistry 21 & 22—Organic Chemistry .....	<u>8</u>
	36

\*This recommended curriculum is based upon the requirements of one institution to which many students transfer (The Medical University of South Carolina). Students who plan to transfer to other institutions should consult the catalogs of those institutions prior to registrations.

**PRE-SOCIAL SERVICE**

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
History 11 & 12—Western Civilization .....	6
Sociology 13—Introduction, and 14—Social Problems .....	6
Modern Language 11 & 12—Elementary French or Spanish .....	8
Physical Education or ROTC .....	<u>2</u>
	34
<b>Second Year</b>	
Literature .....	6
Natural Science .....	8
Psychology 11—Introduction, and 12—Child Growth and Development .....	6
Modern Language 21 & 22—Intermediate French or Spanish .....	6
*Directed Electives .....	9
Physical Education (Optional) or ROTC .....	<u>2</u>
	34

\*Suggested Electives are Speech 11, Psychology 22, Political Science 11, Health 21, and Sociology 21.

**PRE-TEXTILE TECHNOLOGY**

	Semester Hours
<b>First Year</b>	
Chemistry 13 & 14—General Chemistry or	
Physics 21 & 22—General Physics .....	8
English 11 & 12—Composition .....	6
Mathematics 13 & 14—Math	
Analysis I and II .....	6
Religion .....	6
History 11—Western Civilization .....	3
Business Administration 13—	
Business Law .....	3
Physical Education or ROTC .....	2
	<u>34</u>

<b>Second Year</b>	
Business Administration 11 & 12—Accounting .....	6
Literature .....	6
Business Administration 21 & 22—Economics .....	6
Sociology 13—Introduction to Sociology .....	3
Psychology 11—General Psychology .....	3
Directed Elective .....	3
Fashion Merchandising 12—Textiles .....	3
Physical Education or ROTC .....	2
	<u>32</u>

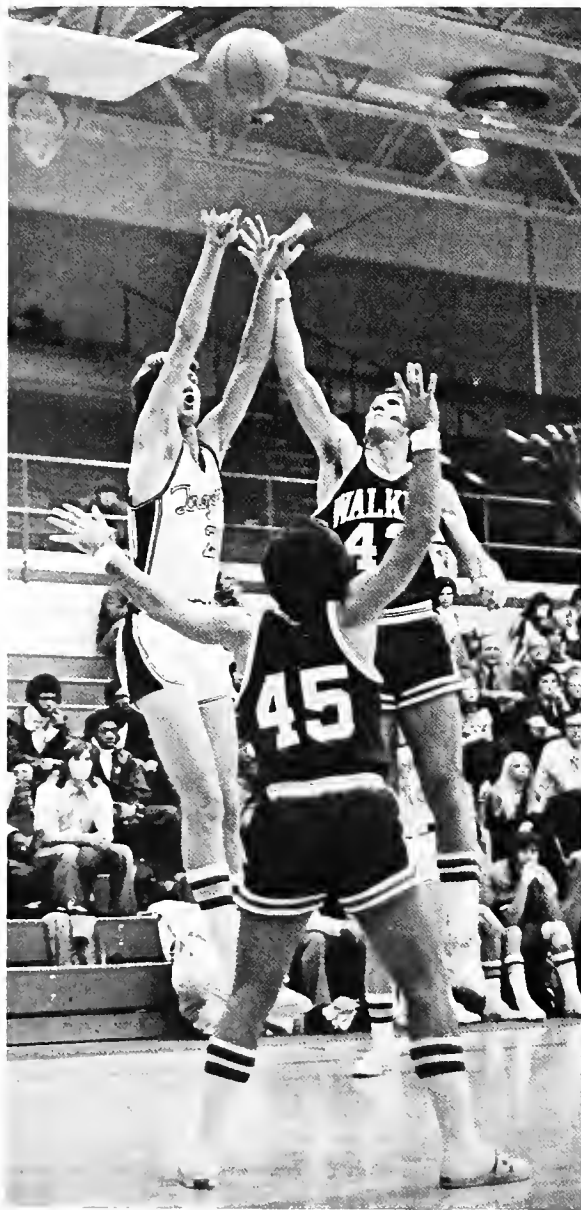
**TWO-YEAR SECRETARIAL**

This curriculum is *required* for those students who wish to earn the Associate of Arts in Secretarial Science.

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Secretarial Science	
9 & 10—Elementary Shorthand	
or	
11 & 12—Intermediate Shorthand .....	6
Secretarial Science	
17 & 18—Elementary Typewriting	
or	
19 & 20—Intermediate Typewriting .....	4
Secretarial Science	
24—Office Machines	
and Management .....	3
25—Introduction to Business .....	3
27—Business Correspondence .....	3
Physical Education or ROTC .....	2
	<u>33</u>

<b>Second Year</b>	
Literature .....	6
Secretarial Science 13 & 14—Advanced Shorthand .....	6
*Directed Elective .....	3
Psychology 11—General Psychology .....	3
Math 19—Retailer & Consumer .....	9
Secretarial Science	
26—Office Practice .....	3
21 & 22—Advanced Typewriting .....	4
Business Administration 11—	
Accounting .....	3
Physical Education (Optional) or ROTC .....	2
	<u>33</u>

\*Secretarial Science 28—Medical Office Practice may be taken by arrangement with the department.  
Math 24 — Computer Programming may be taken.  
Math placement test required.



## ONE-YEAR SECRETARIAL

The one-year curriculum is planned for those who expect to work after the one year in college. Through intensive training students acquire accuracy and speed and are prepared for responsible positions of many types. Anderson College certificates are awarded at commencement to those who meet the requirements for the course and have earned thirty-four semester hours with sixty-four quality points. A typewriting speed of forty-five and dictation rate of eighty words a minute are expected for the certificate.

	Semester Hours
English 11 & 12—Composition .....	6
Business Administration 11—	
Accounting .....	3
Math 19 — Retailer & Consumer .....	3
Secretarial Science	
9 & 10—Elementary Shorthand	
or	
11 & 12—Elementary Shorthand .....	6
Secretarial Science	
17 & 18—Elementary Typewriting	
or	
19 & 20—Intermediate Typewriting .....	4
Secretarial Science .....	-
24—Office Machines	
and Management .....	3
25—Introduction to Business .....	3
27—Business Correspondence .....	3
Religion .....	3
	<hr/> 34

Physical Education is not required of one-year secretarial science students.

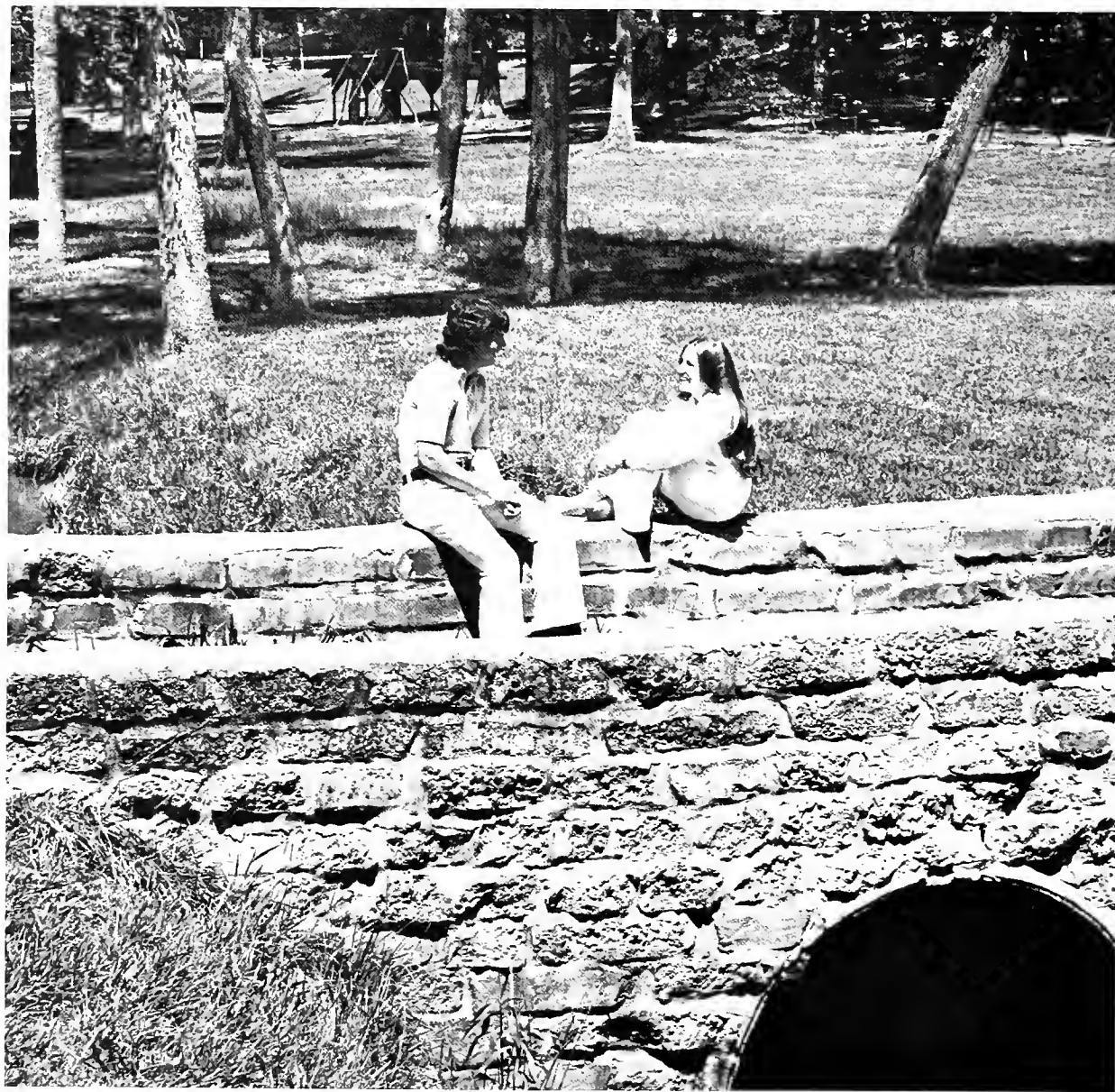
## CHURCH SECRETARIAL

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Business Administration 11—Accounting .....	3
Secretarial Science	
9 & 10—Elementary Shorthand	
or	
11 & 12—Intermediate Shorthand .....	6
Secretarial Science	
17 & 18—Elementary Typewriting	
or	
19 & 20—Intermediate Typewriting .....	4
Secretarial Science	
24—Office Machines and Management .....	3
27—Business Correspondence .....	3
Physical Education or ROTC .....	2
	<u>33</u>
<b>Second Year</b>	
Literature .....	6
Religion .....	6
Secretarial Science	
26—Office Practice .....	3
13 & 14—Advanced Shorthand .....	6
21 & 22—Advanced Typewriting .....	4
Speech 11—Public Speaking .....	3
Directed Elective .....	3
Physical Education (Optional) or ROTC .....	2
	<u>33</u>

## SPEECH

	Semester Hours
<b>First Year</b>	
English 11 & 12—Composition .....	6
Religion .....	6
Modern Language 11 & 12—Elementary	
French or Spanish .....	8
History 11 & 12—Western Civilization .....	6
Speech 11—Public Speaking .....	3
Drama 23—Survey of Drama .....	3
Physical Education or ROTC .....	2
	<u>36</u>
<b>Second Year</b>	
Literature .....	6
Modern Language 21 & 22—Intermediate	
French or Spanish .....	6
Natural Science .....	8
Drama 24—Play Production .....	3
Psychology 11—General Psychology .....	3
Directed Electives .....	6
Physical Education (Optional) or ROTC .....	2
	<u>34</u>









## course descriptions

### AEROSPACE STUDIES

#### Aerospace Studies II

##### US Military Forces

An introduction to the functions of US Military Forces (with primary emphasis on the US Air Force) which includes an introduction to national defense policy. The course describes the functions of military forces according to broad categories of strategic offensive, strategic defensive, general purpose, and aerospace support forces (includes corps training lab).

1 class period and 1 lab period per week

Prerequisites: none

Credit: 1 semester hour

Offered last semester

**Aerospace Studies 12****US Military Forces**

A continuation of Aerospace Studies 11.

1 class period and 1 lab period per week

Prerequisites: Aerospace Studies 11

Credit: 1 semester hour

Offered second semester

**Aerospace Studies 21****The Developmental Growth of Air Power**

A study of defense organization, general and limited war, policies and strategies of the Soviet Union and China, US Defense Alliances and a review of the making of defense policy. (Includes Corps Training Lab).

1 class period and 1 lab period per week

Prerequisites: Aerospace Studies 12

Credit: 1 semester hour

Offered first semester

**Aerospace Studies 22****The Developmental Growth of Air Power**

A continuation of Aerospace Studies 21.

1 class period and 1 lab period per week

Prerequisites: Aerospace Studies 21

Credit: 1 semester hour

Offered second semester

**ART****Art 21, 22****Art History and Appreciation**

Chronological sequence of major art styles from prehistoric to the Twentieth Century, major cultural influences on art production, analysis of individual styles and art works, examination of aesthetic criteria, and recognition of stylistic characteristics.

Credit: 3 semester hours each

**Art 23****Drawing I**

A basic course in representational drawing using basic media (charcoal, pencil, brush and ink, and pen and

ink), developing ability to show still life objects, plants, animals, architecture and landscape. Pictorial composition and art criticism are also included.

Credit: 3 semester hours

**Art 24****Drawing II — Figure Representation**

To improve the student's drawing skills and observation of the human form working from posed models learning to draw pose, proportion, volume, and movement of the figure. A variety of drawing techniques will be used and composition will be stressed.

Prerequisite: Art 23

Credit: 3 semester hours

**Art 25****Two-Dimensional Design**

A fundamental design course to help the student discover how art elements such as color, shape, texture, etc., work together in composition and can be used abstractly to communicate mood, feeling or ideas.

Credit: 3 semester hours

**Art 26****Three-Dimensional Design**

A basic design workshop, in which the student will create sculptural works in a variety of media, including plaster, wood and "found objects." Taught by individual/group projects, demonstrations, individual attention, and class discussion/projects.

Credit: 3 semester hours

**Art 31****Painting I**

An introductory course in painting in which students explore a variety of approaches in producing original paintings from building the stretchers to framing when appropriate. The student will be expected to try several styles of painting.

Prerequisite: Art 25

Credit: 3 semester hours

**Art 32****Painting II**

A continuation of Painting I in which the student pursues his chosen style or mode of painting in depth developing a personal and meaningful approach to painting.

Prerequisite: Art 31

Credit: 3 semester hours

**Art 33****Painting III**

An advanced painting course to further develop the student's skills and individuality of approach in his particular style and medium. The course is designed for the art major in preparation for competitive exhibits and for a graduate show.

Prerequisite: Art 31 or 32

Credit: 3 semester hours

**Art 34****Introduction to Ceramics**

A beginner's introduction to the art of making objects of clay. All the basic hand techniques are studied: how to use the potter's wheel; make up clays and glazes; determining what makes for excellence in a work of pottery. Introduction is by lecture/demonstrating and individual attention.

Credit: 3 semester hours

**Art 35****Crafts: Ceramics and Jewelry Making**

A wide-range introduction into contemporary and traditional techniques of jewelry making, metal construction, and fundamental ceramics. The student will gain experience in construction and cast jewelry and hand-built and wheel-thrown pottery.

Credit: 3 semester hours

**ASTRONOMY****Astronomy 13****Solar System Astronomy**

Introduction to constellations and the celestial sphere; apparent motions; Earth as a planet; Sun; Moon; planets; light; telescopes. Emphasis on phenomena which can be readily observed without elaborate equipment.

3 class periods and 1 lab period per week

Prerequisites: none

Credit: 4 semester hours

Offered first semester only

**Astronomy 14****Stellar Astronomy**

Introduction to binary and variable stars; star clusters; interstellar material; stellar life-cycle theory; galaxies; cosmology.

3 class periods and 1 lab period per week

Prerequisites: Astronomy 13 or permission of instructor

Credit: 4 semester hours

Offered second semester only

**BIOLOGY****Biology 11****General Biology**

The first semester of General Biology will deal primarily with the fundamental concepts of biology (cell concept, hierarchy or organization, evolution of structure and function, and the dynamic nature of life processes) and the study of the plant kingdom.

3 class periods and 1 lab period per week

Prerequisites: none

Credit: 4 semester hours

Offered each semester

**Biology 12****General Biology**

The second semester is a continuation of Biology 11, progressing with a study of the major animal phyla and climaxing with a study of man.

3 class periods and 1 lab period per week

Prerequisites: Biology 11

Credit: 4 semester hours

Offered each semester

**Biology 22****Human Anatomy and Physiology**

An intensive study of the human body, its systems, and their functions, dissection will be done with related animals.

3 class periods and 1 lab period per week

Prerequisites: Biology 11 and 12

Credit: 4 semester hours

Offered second semester only

**BUSINESS ADMINISTRATION**

See also course descriptions under Fashion Merchandising.

**Business Administration 11****Principles of Accounting**

The course covers the accounting cycle and the various reports prepared at the end of the cycle period. The use of these statements in a retail business is stressed. In addition, attention is given to modern accounting systems and concepts relative to proprietorships.

2 class periods and 1 lab period per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**Business Administration 12****Principles of Accounting**

This is a continuation of Business Administration 11 with attention focused on partnerships and corporations.

2 class periods and 1 lab period per week

Prerequisites: Business Administration 11

Credit: 3 semester hours

Offered each semester

**Business Administration 13****Business Law**

Major areas of emphasis include law and society, government and business, contracts, agency and employment, commercial paper, personal property and bailments, and sales.

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**Business Administration 15****Principles of Management**

This course introduces the student to managerial functions and processes such as decision making, planning, communication, and motivational systems. Behavioral and organization structures and the tools to achieve them are studied.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**Business Administration 21****Principles of Economics**

Major areas emphasized in Principles of Economics include the foundations of economic analysis; national income, employment, and economic growth; and the public sector. The first semester has to do primarily with macroeconomics, which focuses on the total performance of an economic system with changing incomes, employment, and activity of business as a whole.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**Business Administration 22****Principles of Economics**

Major areas emphasized in the second semester of Principles of Economics include markets, the price system, and the allocation of resources; the distribution of income; the international economy; perspectives of economic change; and comparative economic systems. This course deals primarily with microeconomics, which refers to the behavior of individuals, business firms, and families in the give-and-take of the daily struggle for a larger share of earthly goods.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**CHEMISTRY****Chemistry 13****General Chemistry**

This course offers a thorough coverage of the fundamental principles of chemistry. The elements are discussed by groups, beginning with Group VIII A and working from right to left across the periodic chart. Topics are designed to arouse and hold the student's interest. Qualitative and quantitative aspects of topics are discussed separately. Introduction to organic chemistry with nomenclature is stressed. Qualitative and quantitative lab is offered.

3 class periods and 1 lab period per week

Prerequisites: 1½ units of algebra including logarithms

Credit: 4 semester hours

Offered fall semester

**Chemistry 14****General Chemistry**

A continuation of Chemistry 13.

3 class periods and 1 lab period per week

Prerequisites: Chemistry 13

Credit: 4 semester hours

Offered spring semester

**Chemistry 21****Organic Chemistry**

A comprehensive study of the principles of organic chemistry and the derivation of these principles from a study of the properties, preparations, and interrelationships of the important classes of organic compounds.

3 class periods and 1 lab period per week

Prerequisites: Chemistry 13 or permission of instructor

Credit: 4 semester hours

Offered in summer school

**Chemistry 22****Organic Chemistry**

A continuation of Chemistry 21.

3 class periods and 1 lab period per week

Prerequisites: Chemistry 13 or permission of instructor

Credit: 4 semester hours

Offered in summer school

**DRAMA****Drama 23****Survey of Drama**

The history and theory of drama in the areas of inner resources, movement, oral interpretation, characterization, playing the part, makeup, costuming, directing, sets and lights, production, and dramatic criticism.

3 class periods each week

Prerequisites: Speech 11

Credit: 3 semester hours

Offered first semester

**Drama 24****Play Production**

This course will deal with the technical aspects of play production: lighting, staging, make-up, costumes, set design and construction. Students will have practical experience in drama productions of the college.

2 class periods and 2 lab periods per week

Prerequisites: Drama 23 or permission of instructor

Credit: 3 semester hours

Offered second semester

**EDUCATION****Education 11****Orientation to Education**

This course is designed to give students planning to major in elementary and secondary education an introduction to the field of public school education. Students serve as teacher aides in local public schools and are supervised and evaluated by school personnel.

Class lectures on campus provide a background for an evaluation of the practical experience.

Class periods and field work to be arranged.

Credit: 1 semester hour

**Education 21—See Health 21**

**ENGLISH****English 10****Developmental English**

The remedial course in English grammar and composition is for students who prove to be inadequately prepared for college-level English composition. Students whose English placement tests indicate a need for this course must complete it before enrolling for English 11.

Prerequisites: none

Credit: none

**English 11-Lab****English Composition Laboratory**

Experiences for the correction of students' weaknesses in grammar and composition. Provided for sections of students who through performance on placement tests evidence the need of additional work in these basic fundamentals of grammar and composition.

2 lab periods per week

Prerequisites: none

Credit: none

Offered each semester

**English 11****English Composition**

The purpose of the course is to develop the ability to use clear, correct English in speaking and in writing. The subject matter includes reports, discussions, speeches, vocabulary building, and selections from expository prose. Training in library methods is also included.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**English 12****English Composition and Literature**

A course in vocabulary building; research techniques and the writing of a documented paper; and in genres of literature, approached through technical analyses, purposes of the authors, and critical judgments of the writings. Both oral and written themes are required.

3 class periods per week

Prerequisites: English 11

Credit: 3 semester hours

Offered each semester

**English 25****British Literature I**

A study of the field of British literature, beginning with the Anglo-Saxon period and continuing through the Restoration and Eighteenth Century periods. Major authors and their works are emphasized. Theme work and memory work are required.

3 class periods per week

Prerequisites: English 11 and 12

Credit: 3 semester hours

Offered each semester

**English 26****British Literature II**

A study of British literature, beginning with the Romantic period and continuing through the works of the Twentieth Century. Major authors are emphasized. Theme work and memory work are required.

3 class periods per week

Prerequisites: English 11 and 12

Credit: 3 semester hours

Offered each semester

**English 27****American Literature**

A study of the field of American literature, beginning with the colonial period and British influence and continuing to the present. Major authors and their works are

emphasized. Theme work and memory work are required.

3 class periods per week

Prerequisites: English 11 and 12

Credit: 3 semester hours

Offered each semester

**FASHION MERCHANDISING****Fashion Merchandising 11****Principles of Fashion Merchandising**

An introduction to the fashion cycles and their relationship with industry and economics. Examination of the periods and understanding of the psychology of fashion as well as the socio-economic importance.

Prerequisites: none

Credit: 3 semester hours

Offered first semester

**Fashion Merchandising 12****Textiles**

Emphasizes characteristic manufacturing processes and properties that affect selection and use of textiles and non-textiles. Field trips will be used to local plants to observe production and product testing as well as laboratory procedure. Fundamental weaves, finishes with emphasis on factors pertaining to quality and performance.

Prerequisites: none

Credit: 3 semester hours

Offered second semester

**Fashion Merchandising 21****Display, Advertising, & Sales Promotion**

The techniques of selling and procedures of media selection. The understanding of display and advertising as well as a survey of the fashion market. Consumer preferences and the use of public opinion and its effect upon sales.

Prerequisites: none

Credit: 3 semester hours

Offered first semester

**Fashion Merchandising 22****Fashion Merchandising Practicum**

Actual work experience in a cooperating retail establishment. Buyers training is given to student. Can be completed in summer or can be done during school year. The student makes all arrangements for employment.

Prerequisites:

Credit: 3 semester hours

Offered by arrangement

**Fashion Merchandising 23****Merchandising Management**

The management of all resources necessary for successful merchandising. Finances, personnel, management as well as decision making are considered. Executive development and management techniques are studied.

Prerequisites: Fashion Merchandising 22

Credit: 3 semester hours

Offered second semester

**FRENCH****French 11****Elementary French**

This course is for students with little or no previous study of the language. The emphasis is on pronunciation and on the structure patterns of simple French sentences.

A student may exempt this course, for credit, by making a satisfactory score on the achievement test and by completing French 12 or 21 with a grade of C or better. 3 class periods and 2 lab periods per week

Prerequisites: none

Credit: 4 semester hours

Offered fall semester

**French 12****Elementary French**

This course continues with the study of the basic sounds and structures of the French language. The sentences become more complex, using a variety of tenses and pronouns.

A student may exempt this course, for credit, upon making a satisfactory score on the achievement test and by completing French 21 with a grade of C or better. 3 class periods and 2 lab periods per week

Prerequisites: Credit for French 11

Credit: 4 semester hours

Offered spring semester

**French 21****Intermediate French**

This course is designed to give further use of all verb forms and grammatical structures previously learned. The emphasis is on varied, creative sentences. The reading selections become longer and more varied in structure.

3 class periods and 1 lab period per week

Prerequisites: Passing grade for French 11 and 12, or satisfactory score on achievement test.

Credit: 3 semester hours

Offered fall semester

**French 22****Intermediate French**

Continuation of French 21 with attention to increasing the size of vocabulary, and the learning and using of all tenses. Longer reading assignments are given and include writings of well-known French writers.

3 class periods and 1 lab period per week

Prerequisites: Credit for French 21

Credit: 3 semester hours

Offered spring semester



**French 31****Survey of French Literature**

A historical treatment of the main currents of French literature before 1800, with selected readings in each period.

3 class periods per week

Prerequisites: Credit for French 21 and 22

Credit: 3 semester hours

Offered fall semester on demand

**French 32****Survey of French Literature**

A historical treatment of the main currents of French literature from 1800 until present, with selected readings in each period.

3 class periods per week

Prerequisites: Credit for French 31

Credit: 3 semester hours

Offered spring semester on demand

**HEALTH****Health 14****Drug Abuse**

This course reviews the social, psychological, legal, and medical issues in the problem of drug abuse. Its purpose is to acquaint the student with the full nature of the problem and to survey the institutions and agencies involved in handling it.

16 class meetings per term, 50 minutes each

Prerequisites: none

Credit: 1 semester hour

Offered in Anderson Evening College only

**Health 21****Health Education**

Health Education includes a study of the systems of the human body and the diseases that affect their functions. Drugs, accidents, pollution and other environmental hazards will be viewed and related to as community and personal health problems.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester



## HISTORY

Honors sections are offered in History in all courses beyond the first course. The faculty of the department selects students capable of advanced and independent study in honors seminars.

### History 11

#### Modern (Western) Civilization

c. 1300-c. 1871. A survey course tracing the political and social growth of Europe from the Commercial Revolution to the time of the Second Industrial Revolution. Lectures, readings, films, and reports.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

### History 12

#### Modern (Western) Civilization

c. 1871 to the present. Beginning with a rapid survey of the American past to 1914, the course includes emphasis on such topics as the Second and Third Industrial Revolutions, the First World War, the inter-war years, the Second World War, the growth of new power relationships, contemporary economic and social problems, and the "have" and "have not" nations. Lectures, readings, films, and reports.

3 class periods per week

Prerequisites: History 11 or Permission of Instructor

Credit: 3 semester hours

Offered each semester

### History 14

#### Ancient Western Civilization

A study of ancient history from the emergence of civilization in the Middle East through Greek and Roman History and the Middle Ages with emphasis upon the rise of the Christian Church.

Prerequisites: none

Credit: 3 semester hours

### History 21

#### United States History

1500-1877. A course in American political and social development from the colonial period through the Reconstruction Era. Lectures, readings, films and reports.

3 class periods per week

Prerequisites: none (History 11 and 12 are strongly recommended)

Credit: 3 semester hours

Offered each semester

### History 22

#### United States History

1877 to the present. Continuation of History 21.

3 class periods per week

Prerequisites: none (History 11 and 12 are strongly recommended)

Credit: 3 semester hours

Offered each semester

## HOME ECONOMICS

### Home Economics 11

#### Foods

Theory and practice in menu planning, marketing, preparation and serving of meals. A study of new equipment and appliances, together with a practical approach to meal management. Recommended for majors and non-majors.

2 class periods of lecture and 2 lab periods a week.

Prerequisites: none

Credit: 3 semester hours

Offered first semester



**Home Economics 12****Basic Clothing and Design**

The psychological approach to the selection of clothing with emphasis upon the cultural growth and perception of the student. Laboratory work will be taught from basic stages for majors and non-majors.

1 class period and 4 lab periods per week

Prerequisites: none (Recommended for non-majors)

Credit: 3 semester hours

Offered second semester

**Home Economics 15****Interior Design**

A survey course that examines housing from the decorative and architectural areas. Design, construction, furnishings, adornment, functions, and cost are considered. History of the major periods is examined. Some specific skills in the arrangement of materials and textures is practiced along with management of resources.

1 class period and 4 lab periods per week

Prerequisites: none

Credit: 3 semester hours

Offered first semester

**Home Economics 21****Management and Budgeting for Effective Living**

A survey is made of the more effective use of food, time and energy, family finances, housing, and equipment as they relate to effective living.

1 class period and 4 lab periods per week

Prerequisites: none (Recommended for terminal students)

Credit: 3 semester hours

Offered only on demand

**Home Economics 22****Clothing and Design (Advanced)**

A more advanced study including basic tailoring. Can be elected by the student who has some skill in sewing. Basic patterns for design are used.

1 class period and 4 lab periods per week

Prerequisites: Home Economics 12 or permission of instructor

Credit: 3 semester hours

Offered second semester

**JOURNALISM****Journalism 11****Introduction to Journalism**

This course provides a survey of the mass media (news-paper, radio, and T.V.) with emphasis on the role of mass communications, the historical perspective, current problems and criticisms, the mass communications industries and professions, and theory and practice in writing for the mass media by means of lectures, field trips, and audio-visual aids. Practical experience is provided for those students who desire to work on campus publications. The purpose of this course is to create an intelligent media for producers and consumers.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered first semester only

**Journalism 13****Reporting**

This course provides a broad background for news-work with emphasis on the rudiments of reporting, evaluation of news, channels of news, proper techniques of obtaining information and assembling the facts combined with practice in the reporting skills as class members serve on the campus publication staffs.

3 class periods per week

Prerequisites: Journalism 13

Credit: 3 semester hours

Offered second semester

## MATHEMATICS

All students who take math courses at Anderson College are given a placement test. The student may begin his mathematics study at six different levels of difficulty as illustrated below.

Math 10 is a developmental, non-credit course which prepares the student for Math 11, College Algebra. Math 11 and 12, Algebra and Trigonometry, are basic courses which may or may not transfer to a senior college. Students who enter programs of study using higher math, such as engineering, will find that Algebra and Trigonometry are considered pre-college studies. Math 24, computer programming, is a course for Business Administration students and deals with the mathematical basis of computer programming and the programming language. Math 13 and 14, Mathematical Analysis, are courses which are required of Business Administration students in most senior institutions. It is recommended that the student who cannot begin on this level take College Algebra in preparation for Math 13 and 14. Math 21 and 22, Analytical Geometry and Calculus, are recommended for students who need a strong math background in preparation for their major.

### Mathematics 10

#### Developmental Algebra

A thorough review of high school algebra through quadratic equations. Designed for students having poor backgrounds in algebra, or for the ones making low scores on the mathematics placement test.

3 class periods per week, lab required.

Prerequisites: none

Credit: none

Offered each semester

### Mathematics 11

#### College Algebra

A basic course covering sets, real number, operations, order, inequalities, polynomial factoring, functions, and graphs, exponents, first and second degree equations, variation, logarithms, determinants, binomial theorem, and progressions.

3 class periods per week

Prerequisites: Good mathematics background and satisfactory grade on placement test, or satisfactory completion of Math 10

Credit: 3 semester hours

Offered each semester

### Mathematics 12

#### College Trigonometry

An intensive study of the trigonometric functions, radian measure, identities, equations, inverse functions, solutions of right and oblique triangles, logarithms, complex numbers, DeMoirre's theorem, and instruction in the use of the slide rule.

3 class periods per week

Prerequisites: Mathematics 11 or equivalent

Credit: 3 semester hours

Offered each semester

### Mathematics 13

#### Mathematical Analysis I

Basic ideas in algebra and trigonometry; polynomial, exponential, logarithmic and other functions. Limits, tangents to a curve. Intuitive calculus (differentiation and integration). Introduction to probability and statistics. Designed primarily for business and liberal arts majors.

3 class periods per week.

Prerequisites: Satisfactory score on math placement test or Math 11

Credit: 3 semester hours

Offered first semester only

### Mathematics 14

#### Mathematical Analysis II

A continuation of intuitive calculus, probability and statistics, maxima, minima, rate of change, motion, work, area under a curve and volume. Problems related to a variety of areas.

3 class periods per week

Prerequisites: Math 13

Credit: 3 semester hours

Offered second semester only

**Mathematics 15****Math for Elementary Teachers I**

Logic, sets, and the properties of the counting numbers, numeration systems.

Prerequisites: Good mathematics background and satisfactory grade on placement test, or satisfactory completion of Math 10.

3 semester hours credit

Offered first semester

**Mathematics 16****Math for Elementary Teachers II**

A continuation of Math 15. Subtraction, properties of the integers, elementary number theory, rational number system, real number system.

Prerequisites: Math 15

3 semester hours credit

**Math 18****Geometry for Elementary School Teachers**

An informal treatment of aspects of geometry which are relevant to the elementary school curriculum. The topics considered include congruence, measure of segments and angles, constructions, parallels and parallelograms, similarity, space geometry, area and volumes, and measurements related to circles. (Open only to Elementary Education majors.)

3 class periods per week

Prerequisites: Good mathematics background and satisfactory grade on placement test, or satisfactory completion of Math 10.

Credit: 3 semester hours

Offered second semester

**Mathematics 19****Retailer and Consumer Mathematics**

Basic ideas included are checking accounts, saving accounts, borrowing, interest, installment purchases, charge accounts, home mortgages, pricing, discounts, commission, inventory, sales, purchase planning, pay-rolls, depreciation, and insurance.

A lab is required.

Prerequisite: Permission of instructor

Offered each semester

Credit 3 semester hours

**Mathematics 21****Analytic Geometry and Calculus**

Analytic geometry of the plane, conic sections, limits, derivative and its applications, maximum and minimum problems, integration formulas and applications to areas and volumes, derivatives of exponential logarithmic and trigonometric functions.

5 class periods per week

Prerequisites: Math 11 and 12 or satisfactory score on math placement test

Credit: 4 semester hours

Offered first semester only

**Mathematics 22****Analytic Geometry and Calculus**

Continuation of Mathematics 21. Integration procedures, integrations by parts, algebraic substitutions, trigonometric substitutions, rational fractions, vectors and polar coordinates, limits of indeterminate forms, finite series, basic properties of continuous and differential function. Introduction to linear algebra.

5 class periods per week

Prerequisites: Math 21

Credit: 4 semester hours

Offered second semester only

**Mathematics 24****Computer Programming**

Introduction to linear programming using the fortran language. The course will consist of writing programs primarily to solve mathematical and scientific problems. These problems will be run on a computer.

3 class periods per week

Prerequisites: Math 11 or permission of the instructor

Credit: 3 semester hours

Offered on demand

**Mathematics 25****Statistics**

A survey course in fundamental statistical principles with applications to social sciences and other fields. Primarily designed for students who need a working knowledge of statistics. The development of the course will assume a knowledge of finite probability. Major topics include: empirical frequency distributions, computation of descriptive statistics, basic statistical inference including estimation and testing of hypotheses, regression and correlation analysis, and contingency tables.

3 class periods per week

Prerequisites: Math 13

Credit: 3 semester hours

Offered on demand

**Mathematics 26****Calculus With Several Variables**

Topics included are sequences and series, improper integrals, vectors, vector calculus, real valued functions of several variables, multiple integration, differential calculus of functions of several variables.

4 class periods per week

Prerequisites: Math 22

Credit: 4 semester hours

Offered on demand

**MILITARY SCIENCE****Military Science 11****Fundamentals (Basic)**

A study of the evolution, organization, and mission of the Reserve Officers' Training Corps, the Department of Defense, and the United States Army. A detailed study of small units and an introduction to first aid. Leadership Laboratory periods provide training in basic drill and marksmanship.

1 class period and 1 lab period every other week

Prerequisites: none

Credit: 1 semester hour

Offered first semester

**Military Science 12****National Defense (Basic)**

An introduction to the causes and principles of war and the evolution of weapons and warfare. Current events seminar, a study of leadership traits, and a preview of special army career opportunities. Leadership Laboratory periods are oriented towards Basic Drill and the army physical training programs.

1 class period and 1 lab period every other week

Prerequisites: none

Credit: 1 semester hour

Offered second semester

**Military Science 21****Introduction to Operations and Basic Tactics and Map and Aerial Photograph Reading (Basic)**

An introduction to the organization, principles, and fundamentals of small unit tactics, emphasizing the importance of fire and maneuver. Interpretation and use of maps and aerial photographs in study and evaluation of terrain. Leadership Laboratory periods provide a practical application of map reading and leadership. 1 class period and 1 lab period every other week

Prerequisites: none

Credit: 1 semester hour

Offered first semester

**Military Science 22****American Military History (Basic)**

A survey of American military history from the origins of the American Army to the present, with emphasis on the factors which led to the organizational, tactical, logistical, operational, strategic, social and similar patterns found in our present-day Army. Leadership Laboratory periods provide a practical application of small unit tactics and leadership.

1 class period and 1 lab period every other week

Prerequisites: none

Credit: 1 semester hour

Offered first semester

## MUSIC

Anderson College offers the Associate of Fine Arts degree in music. This is a university parallel transfer program in either voice, keyboard, or instrumental music. The recommended curriculum in music is listed with the other recommended curricula of the academic program. The music student will receive academic advising from the music faculty which will develop an individual course of study for the student depending upon the senior college choice and the major field of music best suited for the student.

Junior college students do not "major" in a subject but the music student does take a considerable number of courses in music beginning in the first semester of enrollment.

The music department offers many activities which are open to students other than those who major in music. The College Choir, the Iris Walker Bell Choir, the small vocal ensemble and band are open to any student wishing to audition for membership. The College Choir is a class which meets three class periods a week and offers one semester hour credit for the four semesters a student is enrolled. Student concerts, guest concerts, seasonal music programs, and the Community Concert Series all provide opportunities for musical enjoyment and music education for students and guests of the college.

### Music Theory and History Courses

#### Music 10-Basic Music Music Theory

Introduction to music reading including notes, scales, keys, intervals, and rhythms. The course includes sight singing, ear training, score reading, and keyboard harmony. The course is designed for music majors who indicate through placement tests that they need further instruction before attempting Theory 11 and 12 and for non-music majors who desire additional information about the theory of music.

3 class periods per week

Prerequisites: none

Credit: 2 semester hours

Offered first and second semester



#### Music 11—Elementary Written and Keyboard Harmony Music Theory

A rapid review of the fundamentals of music, such as key signatures, scales, time signatures and intervals. The course is a study of definitions, tonality and its structure, triads in root position with correct doublings, spacing and voice leading, and triads in first and second inversions. Emphasis will be placed upon keyboard harmony.

3 class periods a week

Prerequisites: none

Credit: 2 semester hours

Offered first semester

#### Music 12—Elementary Sight Singing and Ear Training Music Theory

This course is designed for the music major's first course in elementary sight singing and ear training. Emphasis is placed upon melodic, harmonic and rhythmic materials.

2 class periods per week

Prerequisites: none

Credit: 1 semester hour

Offered first semester

#### Music 13—Elementary Written and Keyboard Harmony Music Theory

Continuation of Music Theory 11. Phrase structure and cadences, harmonic progressions, technique of harmonization, non-harmonic tones dominant seventh chords and elementary modulations. Continued emphasis is placed upon keyboard harmony.

3 class periods a week

Prerequisites: Music 11

Credit: 2 semester hours

Offered second semester



**Music 14—Elementary Sight Singing and Ear Training  
Music Theory**

Continuation of Music Theory 12. Continued emphasis is placed upon more advanced coordination of melodic, harmonic, and rhythmic materials and their application through sight singing, and ear training.

2 class periods per week

Prerequisites: Music 12

Credit: 1 semester hour

Offered second semester

**Music 21—Advanced Written and Keyboard Theory  
Music Theory**

Introduction to seventh chords, non-harmonic tones and secondary dominants, modulation to all keys and the use of borrowed chords. Advanced skill in keyboard harmony will be emphasized.

3 class periods a week

Prerequisites: Music 13

Credit: 2 semester hours

Offered first semester

**Music 22—Advanced Sight Singing and Ear Training  
Music Theory**

A continuation of Music Theory 14. Advanced materials are presented so as to place emphasis upon the application of melodic, harmonic, and rhythmic materials through sight singing and ear training. The difficulty of materials will parallel the level of work done in Music Theory 21.

2 class periods a week

Prerequisites: Music 14

Credit: 1 semester hour

Offered first semester

**Music 23—Advanced Written and Keyboard Theory  
Music Theory**

Continuation of Music Theory 21. Augmented sixth, neopolitan sixth, and other altered chords. Chromatic mediant, ninth, eleventh, and thirteenth chords. An introductory study is made of late nineteenth century and twentieth century compositional techniques. Advanced skill in keyboard harmony will continue to be given emphasis.

3 class periods a week

Prerequisites: Music 21

Credit: 2 semester hours

Offered second semester

**Music 24—Advanced Sight Singing and Ear Training  
Music Theory**

A continuation of the skills developed in Music Theory 22. Emphasis will be placed upon an advanced degree of skill in sight singing and ear training through the use of melodic,

harmonic, and rhythmic materials. The difficulty of materials will parallel the level of work done in Music Theory 23.

2 class periods a week

Prerequisites: Music 22

Credit: 1 semester hour

Offered second semester

**Music 15**

**Music Appreciation (For Non-Music Majors)**

Emphasis on perceptive and enjoyable listening to music from various periods of Western Art and popular musics. Representative types and forms are listened to from recordings and live concerts in and out of class. South Carolina teacher's certificate requirement.

2 class periods a week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**Music 25**

**Introduction to Music History and Related Literature**

Historical survey of music history and literature with emphasis on representative forms and composers. This course begins with primitive and ethnic music and goes through the classical period.

2 class periods a week

Prerequisites: none

Credit: 2 semester hours

Offered first semester

**Music 26**

**Introduction to Music History and Related Literature**

A continuation of Music 25 covering the romantic through the modern and contemporary periods of western art music.

2 class periods per week

Prerequisites: none

Credit: 2 semester hours

Offered second semester

**Ensemble Courses**

**Music 1**

**College Choir**

Fundamental principles of choral singing, correct pronunciation, purity of tone and elasticity of rhythm are stressed. Repertory includes church music, part songs, popular music, and secular choruses. Membership is open to all who qualify. 3 class periods a week plus special rehearsals, performances, and music department tour

Prerequisites: audition

Credit: 1 semester hour

Offered first semester, first year

**Music 2****College Choir (as above)**

Offered second semester, first year

**Music 3****College Choir (as above)**

Offered first semester, second year

**Music 4****College Choir (as above)**

Offered second semester, second year

**Music 5****Band**

Fundamentals of performance techniques, knowledge of band literature, and development of individual and group proficiency are provided through this performance group for all Anderson College students. Groups such as the wind ensemble, brass ensemble, and stage band are some of the activity groups within this organizational frame. Other groups are organized according to need and availability.

4 class periods a week and special rehearsals, performances and music department tour

Prerequisites: audition

Credit: 1 semester hour

Offered first semester, first year

**Music 6****Band (as above)**

Offered second semester, first year

**Music 7****Band (as above)**

Offered first semester, second year

**Music 8****Band (as above)**

Offered second semester, second year

**Music 9****Small vocal ensemble**

This small ensemble studies and performs sacred and secular literature appropriate for this type group. The small vocal ensemble will act as public relations organization for Anderson College as well as a group for learning correct choral techniques.

2 class periods a week and special rehearsals, performances and music department tour

Prerequisites: audition

Credit: 1 semester hour

Offered each semester

**Music 16****Anderson Symphony Orchestra**

This is an area-wide symphony orchestra made up of adults, college-age young people and selected high school students. It performs an average of three concerts a year. Anderson College students selected for this group by audition may select to take this ensemble as an elective, while string players enrolled at Anderson College will perform in this group as their instrumental ensemble.

1 class period from 8:00-10:00 p.m. on Monday evening, special rehearsals and performances through the year

Prerequisites: audition

Credit: 1 semester hour

Offered first semester, first year

**Music 17****Anderson Symphony Orchestra (as above)**

Offered second semester, first year

**Music 18****Anderson Symphony Orchestra (as above)**

Offered first semester, second year

**Music 19****Anderson Symphony Orchestra (as above)**

Offered second semester, second year

**Applied Music Courses**

The college offers private and/or class lessons in piano, organ, voice, stringed instruments, and band instruments. The requirements and status levels of these courses are described below.

Students taking applied music will be classified into one of the following categories. The major applied areas are for music majors in their major applied area only. The minor applied areas are for music majors taking their minor area and for non-music majors. The pre-major and advanced non-music applied areas are for those music majors whose playing abilities are not yet up to college freshman level and for advanced non-music majors. The level of ability will be determined by an audition prior to the first lesson.

Practice: Five hours practice each week for one hour's credit is required. Ten hours practice each week for two hour's credit is required. Listening time can be credited toward practice and the amount will be determined by each individual teacher.

Listed below are the applied area courses and representative literature for music majors in piano, organ, voice, a selected stringed instrument, selected band instruments and class piano. Information on the other levels of applied lessons can be obtained from the music faculty member teaching in that area.

## Piano

### Music P11 and P12

#### Freshman Piano Majors

Bach Two Part Inventions; Haydn, Mozart, Beethoven easier sonatas; appropriate 19th and 20th century repertoire. Two semester hours credit each semester.

### Music P21 and P22

#### Sophomore Piano Majors

Bach, Two and Three Part Inventions, Well-Tempered Clavier; Haydn, Mozart, Beethoven Sonatas; romantic and modern compositions. Two semester hours credit each semester.

### Music P1 a and b

#### Freshman minor applied and non-music major piano

Scales and chords, hands separately. Bach, easiest pieces; easiest sonatinas; appropriate 19th and 20th century repertoire. One semester hour credit each semester.

### Music P1 c and d

#### Sophomore minor applied and non-music piano

Scales and chords. Bach, simple dance movements; easy sonatinas; appropriate 19th and 20th century repertoire. One semester hour credit each semester.

### Music P2 a and b

#### Freshman pre-major and advanced non-music major piano

Scales, arpeggios, technical studies; Bach, Clementi, and Mozart sonatinas; appropriate 19th and 20th century repertoire. Two semester hours credit each semester.

### Music P2 c and d

#### Sophomore pre-major and advanced non-music major piano

Scales, and technical studies; preludes; Clementi and Mozart sonatinas; appropriate 19th and 20th century repertoire. Two semester hours credit each semester.

## Organ

### Music 011 and 12

#### Freshman Organ Majors

Cleason: Method of Organ Playing; Bach: Eight Little Preludes and Fugues, Orgelbuchlein, Preludes and Fugue in E Minor (Lesser) Fugue in G Minor, chorale, Herzlich thut mich verlangen; Dupree; Antiphon; hymn-playing. Two semester hours credit each semester.

### Music 021 and 22

#### Sophomore Organ Majors

Bach: Schubler Chorales, Trio Sonata No. 1 in E Flat, Orgelbuchlein; Buxtehude: Prelude, Fugue and Chaconne;

Frescobaldi: Toccata per l'Elevazione; Brahms: Chorale preludes; Franck: Cantabile. Two semester hours credit each semester.

## Voice

### V11 and 12

#### Freshman Voice Majors

Primary aims are mental and physical coordination in singing, vocal technique, freeing of the voice, placement, support, and flexibility. Song materials such as Passing By by Purcell, Caro Mio Ben by Giardani, Sure on this Shining Night by Barber, and Setum'ami by Pergolesi are studied. Two semester hours credit each semester.

### V21 and 22

#### Sophomore Voice Majors

A continuation of vocal techniques is emphasized. Song materials such as The Owl is Abroad by Purcell, Come Unto Him by Handel, Die Lotusblume by Schumann, Beau Sor by Debussy and Silent Noon by Vaughan Williams are studied. Two semester hours credit each semester.

## Strings

### S11 and 12 (followed by stringed instrument)

#### Freshman Violin Majors

Etudes and technical exercises (all major and minor scales and arpeggios by memory). Sonatas by Mozart or equivalent; concerti by Biotti or equivalent. Pieces of similar difficulty by classical and modern composers. Two semester hours credit each semester.

### S21 and 22 (followed by stringed instrument)

#### Sophomore Violin Majors

Continued technical work as included in S11 and S12. Two sonatas by Beethoven or equivalent; concerto by Mozart or equivalent. Pieces of similar difficulty by romantic and modern composers. Two semester hours credit each semester.

## Band Instruments

### B11 and 12 (Followed by band instrument)

#### Freshman Flute Majors

Study of scales and arpeggios. Studies from Andersen, Altes, or Boehm; Handel Sonatas or equivalent. Two semester hours credit each semester.

### B21 and 22 (followed by band instrument)

#### Sophomore Flute Majors

Study of scales and arpeggios in various articulations. Technical studies from Andersen. Bach sonatas and Telemann sonatas or equivalent. Two semester hours credit each semester.

**B11 and 12 (followed by band instrument)****Freshman Trumpet Major**

Studies in phrasing, general technical problems, tonguing, scales and transposition. Etudes by Arban, Clarke, and Schlossberg. Solos by Ropartz, Fitzgerald and others of similar difficulty. Two semester hours credit each semester.

**B21 and 22 (followed by band instrument)****Sophomore Trumpet Majors**

Continuation of technical studies, transportation and scales. Study of excerpts from orchestral literature. Etudes from and by Schlossberg, Clarke and Sachse. Solos by Goeyens, Balay, Clergue and others of similar difficulty. Two semester hours credit each semester.

**B11 and 12 (followed by band instrument)****Freshman Trombone Majors**

Scales and tonguing problems. Etudes and technical studies from Arban, Cornette, Rochut Melodious Etudes Book I Mantia the Trombone Virtuoso. Beginning studies in tenor clef. Solos by Bach, Barat and others of similar difficulty. Two semester hours credit each semester.

**B21 and 22 (followed by band instrument)****Sophomore Trombone Majors**

Continuation of scales and tonguing problems. Etudes, technical and legato studies from Cornette, Mantia, Blume, Rochut Book II, and Arban. Continuation of clef studies. Solos by Guilman, Barat, McKay and others of similar difficulty. Two semester hours credit each semester.

**Other Applied and Non-Music Major Area:** All one semester hour credit

Music 0 a,b,c,d—Organ minor or non-music major

Music V a,b,c,d—Voice minor or non-music major

Music S a,b,c,d—String minor or non-music major

Music B a,b,c,d—Band instrument minor or non-music major

**Pre-Major or Advanced Non-Music Major:** Two semester hours credit

Music 02 a,b,c,d—Pre-Organ Major and advanced non-music major

Music V2 a,b,c,d—Pre-Voice Major and advanced non-music major

Music S2 a,b,c,d—Pre-String Major and advanced non-music major

Music B2 a,b,c,d—Pre-Band Instrument Major and advanced non-music major



## PHYSICAL EDUCATION

The objective of the physical education curriculum is to provide a balanced experience for all students which includes an awareness of personal physical fitness, introduction to a lifetime sport which will enable them to maintain good physical health, an appreciation of and understanding of team sports from the viewpoint of both spectator and participant, and activity which will enrich their experience of living while in college.

To accomplish this objective the requirements in physical education for all students are as follows:

1. All *students* must take two physical education courses to meet graduation requirements. Resident students currently enrolled who have completed two credits in physical education have met the requirements for graduation and need not take additional P.E. classes.

2. *Varsity athletes* will receive two semester hours credit for participation in their sport. Their credit for P.E. through participation in their sport will be certified by their coach and the head of the Division of Health and Physical Education at the end of the semester in which they receive the credit.

3. A student may elect as many courses in P.E. as he wishes, however, a *maximum of four semester hours credit* will be accepted for graduation.

4. *Exceptions.* Students following the one-year secretarial science curriculum will not be required to take physical education.

Veterans and students with chronic physical handicaps may be excused by the physical education department by presenting written requests to the department head.

5. ROTC may be substituted for the Physical Education requirement.

Students will receive semester hours and grades in physical education. Grading will be on the basis of attendance, participation, and progress made in skill and understanding.

As the student has four semesters in which to take his two courses he may exercise some flexibility and discretion as to when he takes his courses. We recommend that the resident student plan to take P.E. 11 at least in the first or second semester he is enrolled and his other sport in the third or fourth semester.



**Physical Education 11****Foundations of Physical Education**

To aid the student, through concepts of physical education, in becoming more physically fit; to help the student become more knowledgeable about the values of physical education and to acquaint the student with the "why" and "how" of physical fitness. Optimal healthy living is the overall aim and desire.

2 class periods per week

Prerequisites: none

Credit: 1 semester hour

Offered each semester

**Physical Education 14****Basketball**

The class will consist of lectures regarding interpretation of rules, as well as floor participation in basic fundamentals and advanced systems of play.

2 class periods per week

Credit: 1 semester hour

Offered each semester

**Physical Education 16****Volleyball**

A team sport presented to give the student a knowledge, and ability as a player, of a recreational activity that may be used to develop physical and social fitness while a student and throughout adult life. Rules and basic skills will be presented as the students perform in a game situation.

2 class periods per week

Credit: 1 semester hour

**Physical Education 17 (Formerly 21)****Tennis**

To present tennis in such a way that the student will develop enough skill to perform as a player and will utilize this ability in adult life. Tennis is considered one of the best "carry-over" sports and will be presented with this in mind. Singles and doubles will be played by the students.

2 class periods per week

Credit: 1 semester hour

**Physical Education 18 (Formerly 29)****Bowling**

Bowling is presented to the student with the carry-over importance stressed. It is a recreational outlet that may be participated in by young people, older adults, invalids, and handicapped people. An overall history, demonstration, student participation at the regulation bowling alley, and instructions in scoring will be given.

1 class period per week

Credit: 1 semester hour

**Physical Education 19****Golf**

The course will consist of lectures and active participation by practicing at the driving range and on the golf course.

2 class periods per week

Credit: 1 semester hour

**Physical Education 23****Swimming**

Swimming is presented as a sport and recreational activity that may be enjoyed by all, and the student is given a very thorough demonstration of the dangers and safety procedures involved in water sports. Beginners will be taught swimming for survival. Advanced students will be drilled in strokes and skill development used in the olympic games.

1 class period per week

Credit: 1 semester hour

Offered each semester

**Physical Education 24****Karate**

In Karate the student will demonstrate the basic fundamental techniques of empty hand combat as performed in International GoJu Karate-Do (Japanese Style).

2 class periods per week

Credit: 1 semester hour

**Physical Education 31****Judo**

The basic techniques of judo will be practiced in the forms of throwing and falls, grappling, and strangling.

2 class periods per week

Credit: 1 semester hour

**Physical Education 32****Advanced Karate**

A student will demonstrate the forms Seikai ichi (Gold Belt), Seikai ni (Green Belt), Saho (Brown Belt), Seinen shin (Purple Belt), and Black Belt forms. He will develop the breathing exercise as well as skill in sparring. Some techniques in self-defense will be employed. A student may progress as far in steps and rank as he is capable of doing in one semester.

2 class periods per week

Prerequisites: Physical Education 24

Credit: 1 semester hour

**Physical Education 33****Weight Lifting**

Students will demonstrate values of building muscle strength, endurance, and cardio-vascular pulmonary efficiency through weight training.

Credit: 1 semester hour

**Physical Education 34****Slimnastics**

Students will be given a proper insight into weight control through various exercises and nutritional eating habits. The main objective is to lose weight and maintain the loss.

Credit: 1 semester hour

**Physical Education 35****Snow Skiing**

Students in a concentrated course in snow skiing will spend 5 days (usually during the winter holidays) at the French-Swiss Ski College in Blowing Rock, N. C. More information may be obtained from the division head of health and physical education.

Credit: 1 semester hour

**Physical Education 36****Roller Skating**

Students will develop and maintain a measurable skill in roller skating as a carry over sport in recreation.

Credit: 1 semester hour

**PHYSICAL SCIENCE**

The two courses in physical science are intended for non-science majors. They are non-mathematical descriptive courses combining the disciplines of chemistry, physics, astronomy and geology. They meet the requirements of one year of a physical science for students majoring in business administration and education.

**Physical Science 11****Survey of Physical Science**

A study of the principles of astronomy and physics as they describe the physical environment. The application of these principles is made in laboratory work.

3 class periods per week and one lab period per week.

Prerequisites: none

Credit: 4 semester hours

**Physical Science 12****Survey of Physical Science**

A study of the principles of chemistry and geology as they describe the physical environment. Emphasis is on the use of the scientific method in describing, understanding, and using the environment.

3 class periods per week and one lab period per week

Prerequisites: none

Credit: 4 semester hours

**PHYSICS****Physics 21****General Physics**

Study of fundamental principles of mechanics: vectors; wave motion and sound. How the scientific method has contributed to man's thinking; how physics applies to everyday life.

3 class periods and 1 lab period per week

Prerequisites: some background in trigonometry

Credit: 4 semester hours

Offered first semester

**Physics 22****General Physics**

Introduction to thermodynamics, electricity, magnetism, and light.

3 class periods and 1 lab period per week

Prerequisites: Physics 21

Credit: 4 semester hours

Offered second semester

**POLITICAL SCIENCE****Political Science 11****American National Government**

This course includes a study of the constitutional basis of our national government followed by a survey of its organization, functions, and services. Selected problems and attention to current affairs are included.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered first semester

**Political Science 12****State and Local Government**

This course is a survey of the constitutional basis, structure, and functions of state and local governments in the United States.

3 class periods per week

Prerequisites: none

Offered second semester

**PSYCHOLOGY****Psychology 10****Success Seminar**

This course is designed for the student who needs a practical application of psychological principles in developing skills for academic success in college. Emphasis is on individual self-analysis, goals analysis, vocational testing and counseling for the individual student, and academic counseling and placement. Students develop study skills.

Two class periods per week

Prerequisites: none

Credit: 2 semester hours

Offered each semester

**Psychology 11****General Psychology**

General Psychology is an introductory survey course of the scientific study of human behavior, including its history and methodologies. All areas of psychology such as learning, perception, motivation and emotions are explored in the light of human growth and maturity. The study of man's abilities as well as his emotional reaction to frustration gives added insight into ego defense mechanisms, mental health and mental illness.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester



## **Psychology 12**

### **Child Growth and Development**

This course covers the physical, mental, and emotional development of the child from conception through pre-adolescent period. The significances of a child's relationship to his parents and peers are reviewed as they relate to the child's concept of himself. Emphasis is placed upon the factors contributing to the emotional health of the normal child.

3 class periods per week

Prerequisites: Psychology 11

Credit: 3 semester hours

Offered each semester

## **Psychology 13**

### **Adolescent Growth and Development**

A study of the development during the adolescent years including the biological development, the emotional development, and the social relationships giving particular attention to the adjustment problems of youth.

Prerequisites: Psychology 11

Credit: 3 semester hours

## **Psychology 22**

### **Personal Adjustment**

This course presents a study of personality in personal and social adjustment. Emphasis is placed upon motivation in human goals and the dynamics in adjustment demands, as well as the faulty patterns of adjustment. The dynamics of adjustment are applied to achieving intellectual, emotional and social competence in group living, marriage, and vocation.

3 class periods per week

Prerequisites: Psychology 11

Credit: 3 semester hours

Offered each semester

## **READING**

### **Reading 13**

#### **College Reading and Study Skills**

This course is designed to improve reading and study efficiency. The course provides for each student an individual diagnosis of reading and study skills and individualized instruction based on the student's needs—remedial, corrective, and/or developmental. The assignments utilize college-oriented materials from several of the latest college reading programs, emphasizing level of comprehension rather than speed of comprehension. Also included in the course are (1) college-level instruction in related communications skills, such as (a) vocabulary building, (b) spelling, (c) mechanics of English, (d) listening, (e) listening-note-taking, (f) How to Study College Texts; and (2) counseling regarding vocational interests and academic potential. Priority is given to Anderson College freshmen.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

### **Reading 14**

#### **Advanced Reading and Study Skills**

A continuation of Education 13, this course is important for students who desire to further improve accuracy and recall in college-level reading assignments and to further implement facility and versatility in handling all levels of reading materials.

1 class period per week

Prerequisites: Education 13 and/or permission of instructor

Credit: 1 semester hour

Offered on demand

**Reading 22**

**Efficient Reading for College Students and Adults:** An Accelerated Program Accelerated reading courses for college students and adults are increasingly popular nationwide. Specific goals in this course include an individual diagnosis of reading skills and individualized instruction concerned with refining and perfecting reading comprehension, emphasizing critical thinking skills, while simultaneously increasing reading rate — stressing the flexibility of reading rate. Instruction in broadening both general and technical vocabulary skills is also provided.

1 class period per week

Prerequisites: Permission of instructor

Credit: 1 semester hour

Offered on demand

**RELIGION****Religion 11****Old Testament History**

The aim of this course is to give a clear and consecutive view of Old Testament history in its broad outlines.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**Religion 12****New Testament History**

This course is introduced by a study of the Roman world at the time of Christ. An account of Christ's life and teachings forms the most important part of the work. This is followed by an outline of apostolic history.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**Religion 13****Introduction to Biblical Studies**

This course includes a study of the geographical and historical background of the Ancient Near East, the development of Biblical literature and the canon, the authority of the Bible, and the principles of interpretation.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered second semester

**Religion 14****The Life and Teachings of Jesus**

This course includes a survey of the life and ministry of Jesus and an interpretation of his teachings. Some attention is given to the approaches to the study of the life of Jesus developed in the present century.

3 class periods per week

Prerequisites: Religion 11, 12, or 13

Credit: 3 semester hours

Offered first semester

**Religion 15****The Life and Letters of Paul**

This course includes a survey of the Life of Paul with special attention given to an exposition of Paul's letters.

3 class periods per week

Prerequisites: Religion 11, 12, or 13

Credit: 3 semester hours

Offered second semester

**Religion 22****Christian Doctrines**

This course is a study of the basic beliefs of Christians with special reference to Baptist emphases.

3 class periods per week

Prerequisites: Religion 11, 12, or 13

Credit: 3 semester hours

Offered second semester only

**Religion 27****Hebrew Poetry and Wisdom Literature**

This course includes a description of the elements of Hebrew poetry and the nature of wisdom literature. Selected portions of Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon are investigated.

3 class periods per week

Prerequisites: Religion 11 or 13

Credit: 3 semester hours

Offered second semester

**Religion 23****Old Testament Prophecy**

This course is a study in the prophetic literature of the Old Testament in its historical setting. Special attention is given to the interpretation of selected texts.

3 class periods per week

Prerequisites: Religion 11 or 13

Credit: 3 semester hours

Offered first semester only

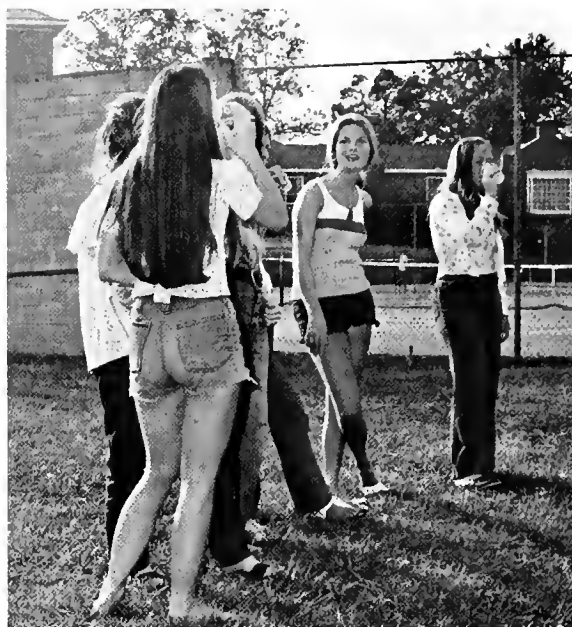
**Religion 24****Biblical Archaeology and Geology**

This is a travel seminar under the direction of Anderson College faculty member. A bibliography of required readings is provided for the student before the tour. The student prepares a notebook of the travel experience and stands a written examination at the conclusion of the tour.

3 semester hours credit

Prerequisites: none

Class meetings to be arranged.

**SECRETARIAL SCIENCE****Secretarial Science 9****Elementary Shorthand**

Elementary shorthand is a course for all beginners of shorthand. It includes the building of a basic foundation in the theory of Gregg Shorthand, Diamond Jubilee Series. It also covers the development of fluency in reading, taking dictation, and transcribing shorthand, with attention given to vocabulary, grammar, and punctuation. Dictation begins with writing familiar matter with the book open and progresses to writing new matter at 50-70 words per minute. Transcription begins with writing in longhand, and transcription at the typewriter is then introduced.

3 class periods and 2 lab periods per week

Prerequisites: none

Credit: 3 semester hours

Offered first semester

### **Secretarial Science 10 Elementary Shorthand**

A continuation of secretarial science 9, this course reinforces theory. A dictation speed of 60-80 words per minute is expected.

3 class periods and 2 lab periods per week

Prerequisites: Secretarial Science 9 or placement test equivalent

Credit: 3 semester hours

Offered second semester

### **Secretarial Science 11 Intermediate Shorthand**

Intermediate Shorthand is a course for freshmen students who have completed some shorthand in high school. It includes further mastery of Gregg Diamond Jubilee shorthand theory, with emphasis on dictation speed building of new material. The ability to transcribe meaningful copy at the typewriter is developed further, and students are introduced to business terms and office-style dictation.

3 class periods and 2 lab periods per week

Prerequisites: High school shorthand and satisfactory performance on placement test

Credit: 3 semester hours

Offered first semester

### **Secretarial Science 12 Intermediate Shorthand**

This is a continuation of Secretarial Science 11. Emphasis is placed on building dictation and transcription speeds on new material and studying special transcribing techniques.

3 class periods and 2 lab periods per week

Prerequisites: Secretarial Science 11

or satisfactory performance on placement test

Credit: 3 semester hours

Offered second semester

### **Secretarial Science 13 Advanced Shorthand**

Advanced Shorthand includes a review of Gregg Diamond Jubilee shorthand theory, development of ability to take and transcribe new material at increasing speeds and time periods, development of a broader shorthand vocabulary, and the development of skill in the use of the dictionary and other reference material. Office-style dictation and business terms are covered. Emphasis is on the mailable letter.

3 class periods and 2 lab periods per week

Prerequisites: Secretarial Science 10, or 12, satisfactory performance on placement test or permission of instructor

Credit: 3 semester hours

Offered first semester

### **Secretarial Science 14 Advanced Shorthand**

This is a continuation of Secretarial Science 13. Speed and accuracy of dictation and transcription are developed. Shorthand theory is automatized so that the student can record familiar and unfamiliar words in shorthand by sound. The student's ability to handle special dictation problems is developed through the study of various business practices.

3 class periods and 2 lab periods per week

Prerequisites: Secretarial Science 13 or satisfactory performance on placement test or permission of instructor

Credit: 3 semester hours

Offered second semester

**Secretarial Science 15****Personal Typing**

This course is designed for the beginner to learn touch typing. The keyboard is presented, proper techniques are stressed, and the care of the typewriter is emphasized. The course includes a study of manuscripts, outlines, simple tables, short reports, and personal letters. Correct erasing is introduced early. Not open to secretarial majors.

3 class periods per week

Prerequisites: none

Credit: 2 semester hours

Offered each semester

**Secretarial Science 16****Personal Typing**

A continuation of secretarial science 15 for those who wish to reinforce skills and increase planning ability.

3 class periods per week

Prerequisites: Secretarial Science 15 or Permission of Instructor

Credit: 2 semester hours

Offered second semester

**Secretarial Science 17****Elementary Typewriting**

The course is for beginners. It includes a study of the keyboard, typewriting technique, letter forms, envelopes, tabulation, short reports, and manuscripts. Timed writings are introduced.

3 class periods per week

Prerequisites: none

Credit: 2 semester hours

Offered first semester

**Secretarial Science 18****Elementary Typewriting**

This is a continuation of Secretarial Science 17. Care of the typewriter and correct erasing procedures are introduced. Speed building with accuracy is emphasized.

3 class periods per week

Prerequisites: High school typing or Secretarial Science 17

Credit: 2 semester hours

Offered second semester

**Secretarial Science 19****Intermediate Typewriting**

Intermediate Typewriting is a course for freshmen students who have had some typewriting in high school. It includes the mastery of the fundamental techniques of typewriting, the care and cleaning of the typewriter, the correct forms of spacing and punctuation, recognizing and correcting typing errors, and the development of the ability to type different forms of business letters, manuscripts, tabulations, and business forms.

3 class periods per week

Prerequisites: High school typewriting and satisfactory performance on placement test

Credit: 2 semester hours

Offered first semester

**Secretarial Science 20****Intermediate Typewriting**

This is a continuation of Secretarial Science 19. It includes further refinement of typing speed and accuracy, development of the ability to type carbon copies, and fluency in typing unarranged problems. Students type problems which would appear in general, technical, accounting, professional, government, and executive offices.

3 class periods per week

Prerequisites: Secretarial Science 19 or satisfactory performance on placement test

Credit: 2 semester hours

Offered second semester

**Secretarial Science 21****Advanced Typewriting**

This course is designed to prepare students to assume responsible typing positions. The student gets practical experience in problem solving, using current business forms, and meeting production requirements. Mailability is stressed. Special attention is devoted to the economical use of available supplies and to proper care of the typewriter.

3 class periods per week

Prerequisites: Secretarial Science 17, 18 or 19, 20

Credit: 2 semester hours

Offered first semester

**Secretarial Science 22****Advanced Typewriting**

This is a continuation of Secretarial Science 21. Mailability is emphasized. Duplicating processes are introduced, and the student designs layout for reproduction.

3 class periods per week

Prerequisites: Secretarial Science 17, 18 or 19, 20

Credit: 2 semester hours

Offered second semester

**Secretarial Science 24****Office Machines and Records Management**

This is an introductory course in the use of the adding machine, calculator, and transcribers. It includes a study of alphabetic, geographic, numeric, and subject filing and completion of a payroll practice set.

3 class periods per week

Prerequisites: High school typing or Secretarial Science 17

Credit: 3 semester hours

Offered both semesters

**Secretarial Science 25****Introduction to Business**

This survey course introduces the student to the terminology used in business activity and in the news media. It covers business ownership, production problems, marketing, management-labor relationships, business and personal finance, financial statements, statistics, data processing, regulation of industry, business law, and taxation.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered both semesters

**Secretarial Science 26****Office Practice**

The student applies the various skills she has learned and gains practice in problem solving through independent thinking. Terminology and theory of automated data processing are introduced. Practice is given in transcribing legal documents and medical records through the use of machines. The rapidity of change in business activity is repeatedly emphasized, and the importance of working as a team is stressed.

3 class periods per week

Prerequisites: Secretarial Science 24

Credit: 3 semester hours

Offered both semesters

**Secretarial Science 27****Business Communications**

Business Communications is a course designed to develop the student's ability to write correct and forceful English in the solving of business situations. It includes a review of the fundamentals of grammar, a study of the various types of correspondence used by business and individuals, the application of human relations and the natural psychological approach to the writing of business messages, and the development of a writing style adapted to the reader. Letters or memoranda that order, ask, reply, remit, invite, express appreciation, express sympathy, introduce, apply for positions, sell, adjust, collect bills, and gather data are studied.

3 class periods per week

Prerequisites: High school typewriting or Secretarial Science 17

Credit: 3 semester hours

Offered each semester

**Secretarial Science 28****Medical Office Practice**

This course is designed to offer specialized training and practice for the student preparing for a position as a medical office assistant. The student learns to handle telephone calls, make appointments, keep patients records, prepare insurance forms, handle correspondence, order supplies, type medical reports, keep financial records, and perform many other typical duties of an assistant in a doctor's office.

Prerequisites: Permission of instructor

Credit: 3 semester hours

Offered second semester

**SOCIOLOGY****Sociology 13****Introductory Sociology**

The course provides a reasonably compact survey of the main cultural factors and social structures of society. This is a systematic introduction to sociology within a framework of sociological analysis of major institutions and social change.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester

**Sociology 14****Social Problems**

This course in social problems focuses on contemporary social problems in the United States. An overview of forms of deviant behavior and social disorganization is presented along with the scientific concepts of procedures by which these problems continue to be studied.

3 class meetings per week

Prerequisites: Sociology 13 or permission of instructor

Credit: 3 semester hours

Offered each semester

**Sociology 21****The Family**

The focus of this course will be upon the family as a social institution and upon the functions of the modern American family. The study will cover the historical background of family living, the American family heritage, premarital behavior patterns, marital interaction, and family disfunctions and disorganization.

3 class periods per week

Prerequisites: Psychology 11 or Sociology 13

Credit: 3 semester hours

Offered each semester

**SPANISH****Spanish 11****Elementary Spanish**

This course is for students with little or no previous experience with the language. The basic approach to this course is centered around the grammatical structure of the Spanish language and its pronunciation.

A student may exempt this course, for credit, by making a satisfactory score on the placement test and by completing Spanish 12 with a grade of C or better.

3 class periods and 1 hour of lab work per week

Prerequisites: none

Credit: 4 semester hours

Offered first semester

**Spanish 12****Elementary Spanish**

This course is a continuation of Spanish 11. The grammatical concepts studied previously are expanded here for a better understanding of the language. Upon completion of this course the student will have acquired a fundamental basis of the grammatical structures and sounds of the Spanish language. A student may exempt this course, for credit, upon making a satisfactory score on the placement test and by completing Spanish 21 with a grade of C or better.

3 class periods per week and 1 hour of lab work per week

Prerequisites: Credit for Spanish 11

Credit: 4 semester hours

Offered second semester.

**Spanish 21****Intermediate Spanish**

This course is intended to help the student to apply his grammatical skills through the reading and writing of the Spanish language. The short reading selections should help the student to increase his present vocabulary.

3 class periods per week

Prerequisites: Passing grade for Spanish 11 and 12 or satisfactory score on the placement test

Credit: 3 semester hours

Offered first semester

**Spanish 22****Intermediate Spanish**

As a continuation of Spanish 21, this course includes an additional selection of reading materials, but its emphasis is placed upon the speaking aspect of the language. The oral-aural practice of this course enables the student to participate in conversational Spanish.

3 class periods per week

Prerequisites: Credit for Spanish 21

Credit: 3 semester hours

Offered second semester.

**SPEECH****Speech 11****Fundamentals and Principles of Speech**

The scope of this course includes approaching the study of speech, constructing the speech, delivering the speech, securing audience response, developing the philosophy of speech.

3 class periods per week

Prerequisites: none

Credit: 3 semester hours

Offered each semester





## personnel

### TRUSTEES

Patrick Lee Baughman .....	Wagener
Mrs. C. Henry Branyon .....	Greenville
Robert S. Brock .....	Anderson
Mrs. Edward L. Byrd .....	Florence
A. Reese Fant .....	Anderson
Walter L. Gaillard .....	Anderson
Thomas R. Gaines .....	Anderson
Mrs. James A. Howard .....	Landrum
J. Vernon Jeffords .....	Spartanburg
Mrs. Olin D. Johnston (deceased) .....	Spartanburg
J. Kirk Lawton .....	Myrtle Beach
Robert H. Ledbetter .....	North Augusta
Roy C. McCall, Jr. ....	Easley
T. Ree McCoy, Jr. ....	Anderson
Charles W. Shacklette .....	Anderson
David S. Vandiver, Jr. ....	Anderson
Kenneth N. Vickery .....	Clemson
Robert L. Wynn .....	Spartanburg

## OFFICERS OF ADMINISTRATION

- J. Cordell Maddox ..... President  
B.A., Furman University; M. Div. Southern Baptist  
Theological Seminary; D.D., Baptist College of Charleston;  
LL. D., Furman University. (1971)
- Paul Anderson Talmadge ..... Academic Dean  
B.A., Samford University; M.R.E., Southwestern Baptist  
Theological Seminary; D.R.E., Southwestern Baptist  
Theological Seminary; Further study, Birmingham  
Southern College. (1969)
- B. J. Taylor ..... Business Administrator  
A.A., Anderson College; B.A., Furman University; Further  
study, Columbia Theological Seminary, University of  
Kentucky. (1972)
- Richard H. Franklin ..... Dean of Student Development  
A.A., Anderson College; B.A., Furman University; M.Div.,  
Southern Baptist Theological Seminary. (1974)
- Charles Richard Roberts ..... Assistant Academic  
Dean & Registrar  
A.A., Anderson College; B.A., Furman University; M.Div.,  
Southern Baptist Theological Seminary. (1971)
- Walter E. Dahlgren ..... Director of Development  
B.S., Georgia Institute of Technology. 1974)



## ADMINISTRATIVE STAFF

- Jean N. Alewine (1971) ..... Director of Admissions
- Annie Frances Blackman (1969) ..... Librarian
- Lana Branham (1975) ..... Director of  
Student Activities
- Marion H. Carroll (1975) ..... Editor of Alumni Magazine
- Jenny Lee Easley (1976) ..... Admissions Counselor
- Sanford Kidd (1976) ..... Chaplain & Director of  
Campus Ministries
- Charles F. Lawson (1972) ..... Director of Men's  
Residence Living
- Martha Mahaffey (1967) ..... Business Office Supervisor
- Ada P. Meeks (1960) ..... Alumni — Social Secretary
- James Owens (1974) ..... Director of Student Financial Aid
- Olin S. Padgett (1973) ..... Supervisor of Physical Plant
- Frankie Porter (1976) ..... Director of Women's Athletics
- Robert Lee Richardson (1976) ..... Director of  
Academic Counseling
- Mary H. Shooter (1970) ..... Director of Women's  
Residence Living
- Florence B. Thompson (1954) ..... Bookstore Manager
- Jimmie Rayvon Wiles (1968) ..... Director of Athletics
- Carol O. Willis (1976) ..... Assistant Dean of  
Student Development
- John M. Willis (1976) ..... Director of Communications
- Jim D. Whitlow (1975) ..... Counselor

## OFFICE STAFF

- June D. Cantrell ..... Financial Aid Secretary
- Betty Cathey ..... Health Center Nurse
- Edith B. Charping ..... Bookkeeper—Business Office
- Brenda Nicholson DuBose ..... Assistant Librarian
- Hazel K. Evans ..... Bookstore Assistant
- Vivian S. Fite ..... Secretary to Business  
Administrator
- Barbara M. Garrison ..... Library Assistant
- Ola W. Gray ..... P.B.X Operator
- Ann M. Hayes ..... Secretary to Academic Dean
- Mary S. Jones ..... Secretary to the President
- Elizabeth G. McClellan ..... Library Assistant
- Marguerite Mitchum ..... Secretary, Registrar's Office
- Martha G. Powell ..... Printing-Addressograph-Mailing
- Agnes H. Raney ..... News Service & Publications
- Virginia Scott ..... Postmistress
- Bobbie R. Snipes ..... Secretary, Admissions Office
- Loretta C. Stokes ..... Cashier, Business Office
- Eunice M. Thorne ..... Secretary to Dean  
of Student Development
- Janet C. Timms ..... Ass't Bookkeeper—Business Office
- Pam Watkins ..... Secretary to Director of Development

**COACHING STAFF**

Jimmie Rayvon Wiles .....	Director of Athletics, Basketball and Golf Coach
Max Wilton Grubbs .....	Tennis Coach
Frankie Porter .....	Director of Women's Athletics & Women's Basketball Coach
Lawrence Monroe Southerland .....	Baseball Coach

**MAINTENANCE STAFF**

Wilbur G. Loskoski .....	Maintenance Foreman
Cliff Dutton .....	Maintenance
Dale W. Erb, Sr. ....	Maintenance
Johnny L. Fleming .....	Maintenance
Robert R. Fleming .....	Maintenance
Thomas Harris .....	Maintenance
Johnny Hodges .....	Maintenance
Ralph G. Rogers .....	Men's Dormitory Maintenance
Charles C. Terry .....	Maintenance

**HOUSEKEEPING STAFF**

Katherine Crosby .....	Housekeeper
Carrie Lou Freeman .....	Housekeeper
Ruby R. Hewell .....	Housekeeper
Josephine McCollough .....	Housekeeper
Elizabeth McDavid .....	Housekeeper
Ella Moon .....	Housekeeper
Laurine Smith .....	Housekeeper
Shirley Strickland .....	Housekeeper

**FACULTY**

Samuel Arguez .....	Spanish B.A., Wayland Baptist College; M.A., Texas Tech University; Ph.D., University of Missouri. (1973)
Susan Ann Baker <sup>°°</sup> .....	Art B.A., Oklahoma Baptist University; Further study, Clemson University. (1976)
Annie Frances Blackman .....	Librarian A.A., Anderson College; A.B., Winthrop College; M.S., Florida State University. (1969)
A. Frank Bonner .....	English B.A., Furman University; M.A., University of Georgia; Further study, University of North Carolina. (1974)
John Klenner Boyte .....	Business Administration B.A., Appalachian State University; M.A., Appalachian State University; Further study, Purdue University. (1966)
Ruth Parlier Boyte .....	Secretarial Science B.S., Appalachian State University; M.A., Appalachian State University. (1966)

Anita Haygood Bridges ..... Organ  
B.M., Sanford University; M.S.M., Southern Baptist  
Theological Seminary. (1964)

William McCollister Bridges<sup>°</sup> ..... Music  
B.A., Furman University; B.D., Southern Baptist  
Theological Seminary; M.S.M., Southern Baptist  
Theological Seminary; Further study, University of Indiana,  
Florida State University. (1964)

Robert Edward Burks ..... Religion  
B.A., Mercer University; B.D., Southern Baptist Theological  
Seminary; Th.M., Southern Baptist Theological Seminary;  
Ph.D., Southern Baptist Theological Seminary. (1965)

Donald Allen Campbell ..... Mathematics  
B.S., University of Montevallo; M.A., University of  
Alabama; Ph.D., University of Alabama. (1973)

Edward Perry Carroll ..... Music  
B.M., Baylor University; M.C.M., Southern Baptist  
Theological Seminary; Further study, New Orleans Baptist  
Theological Seminary. (1975)

Frankie I. Childress<sup>°°</sup> ..... Secretarial Science  
B.S., Winthrop College; M.Ed., University of South  
Carolina. (1976)

James Wylie Clark ..... Music  
B.M., Mississippi College; M.M., Southern Methodist Uni-  
versity; Further study, University of Georgia. (1970)



- Jerry A. Clonts** ..... **Biology**  
B.S., Jacksonville State College; M.A., George Peabody College; Ph.D., Mississippi State University. (1974)
- George W. Cogswell**°° ..... **Chemistry**  
B.S., City College of New York; M.S., Fordham University; Ph.D., Fordham University. (1974)
- Faye Penland Cowan** ..... **English**  
B.A., Erskine College; M.A., Clemson University; Further study, Erskine College. (1962)
- Randall Dill** ..... **Mathematics**  
B.S., Berea College; M.S., Clemson University. (1974)
- Brenda Nicholson DuBose** ..... **Assistant Librarian**  
B.S., Tift College; M.A., Appalachian State University. (1969)
- Nancy Guest Elliott** ..... **Reading**  
B.S., Limestone College; M.A., Clemson University. (1975)
- Robert Archibald Ellis** ..... **Drama, Speech**  
B.A., Emory and Henry College; M.A., University of Tennessee. (1976)
- Carl Dean English** ..... **Sociology**  
A.A., Anderson College; B.A., Erskine College; Th.M., Southern Baptist Theological Seminary; Ph.D., Southern Baptist Theological Seminary; Further study, University of Georgia. (1967)
- Alice D. Awtrey Fay** ..... **Chemistry**  
A.B., Radcliffe College, Ph.D., University of California; Postdoctoral fellow, Cornell University. (1974)
- Robert Herman Fries** ..... **Astronomy, Physics**  
A.B., Middlebury College; M.S., Rensselaer Polytechnic Institute. (1974)
- Betty Frazee Funk** ..... **Reading**  
A.B., Occidental College; M.Ed., The College of William & Mary. (1975)
- Richard R. Gallagher** ..... **Business Administration**  
B.S., Georgetown University; M.B.A., Seton Hall University; Further study, New York University. (1975)
- Sarah Beason Greer** ..... **English**  
B.A., Furman University; M.A., Furman University; Further study, Duke University, University of Georgia, Clemson University. (1971)
- Charles W. Homer** ..... **English**  
A.B., Georgetown College; M.A., University of Kentucky; Further study, University of Kentucky, University of South Carolina, Southern Baptist Theological Seminary, New Orleans Baptist Theological Seminary; Southeastern Baptist Theological Seminary, Princeton University Theological Seminary, Lutheran Southern Theological Seminary. (1972)
- Walter Glen Hughey** ..... **Mathematics**  
A.A., North Greenville Junior College; B.A., Cumberland University; M.Ed., Furman University. (1964)
- Shirley Revan Jacks** ..... **French**  
A.A., Mars Hill College; B.A., Carson-Newman College; M.A., University of North Carolina; Further study, Bob Jones University, University of Tennessee, Furman University, Converse College, University of South Carolina University of Georgia. (1972)
- Dennis Warren James** ..... **English**  
B.A., Clemson University; M.A., Clemson University; Further study, University of Georgia. (1970)
- Anita Jubin**°° ..... **Music**  
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Academic Probation .....	38	Home Economics .....	49, 68
Accounting .....	62	Homemakers and Business Course .....	50
Aerospace Studies .....	60	Honors .....	40
Admissions .....	21	Infirmary .....	8
Algebra .....	71	Insurance .....	27
Analytical Geometry .....	72	Interior Design .....	50
Application .....	22	Journalism .....	51, 70
Art .....	44, 60	Liberal Arts .....	51
Astronomy .....	61	Loans .....	29, 32
Athletics .....	16	Mathematics .....	71
Auditing Classes .....	24	Military Science .....	73
Bible .....	84	Music .....	52, 74
Biology .....	61	New Testament .....	84
Buildings .....	7	Night School .....	12, 41
Business Administration .....	46, 62	Office Machines .....	88
Business Law .....	62	Old Testament .....	84
Calculus .....	73	Organ .....	77
Calendar of Events .....	2	Organizations .....	17
Campus .....	7	Orientation .....	34
Chemistry .....	63	Physical Education .....	53, 79
Choir .....	76	Physics .....	82
Church Secretarial .....	57	Piano .....	77
Class Attendance Regulations .....	39	Political Science .....	82
Classification of Students .....	37	Pre-Dental .....	53
Computer Programming .....	72	Pre-Library Science .....	53
Counseling .....	12	Pre-Medical .....	53
Costs .....	25	Pre-Nursing .....	54
Courses Offered .....	59-90	Pre-Pharmacy .....	54
Credit by Examination .....	34, 36	Pre-Social Service .....	54
Degrees .....	33	Pre-Textile Technology .....	55
Developmental Courses .....	64, 71	Psychology .....	82
Dormitories .....	8	ROTC .....	12
Drama .....	64	Reading .....	83
Drawing and Painting .....	60	Refunds .....	28
Economics .....	63	Registration .....	34
Education .....	47, 64	Religion .....	84
Engineering .....	47	Requirements for Graduation .....	33
English .....	64	Scholarships .....	30
Entrance Requirements .....	22	Secretarial Courses .....	55
Evening College .....	12, 41	Secretarial Science .....	55, 85
Examinations .....	35	Shorthand .....	86
Expenses .....	26	Sociology .....	89
Fashion Merchandising .....	48, 65	Spanish .....	90
Fees .....	26	Speech .....	57, 90
Finances .....	25	Student Government .....	18
Financial Aid .....	29	Summer Session .....	14
French .....	66	Terms of Payment .....	28
General Collegiate Curriculum .....	48	Tests .....	35
Grading .....	36	Transfer Students .....	24
Graduation Requirements .....	33, 43	Trigonometry .....	71
Grants .....	30, 32	Tuition .....	26
Health .....	67	Typewriting .....	87
History .....	68	United States History .....	68
		Voice .....	77
		Withdrawal .....	39
		Work Grants .....	32



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